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### CCC Selection

no. 1 (July 28, 1939);  
no. 3 (Aug. 15, 1939)-no. 10 (Oct. 30, 1939);  
no. 13 (Jan. 29, 1940)-no. 15 (Mar. 15, 1940);  
no. 18 (June 18, 1940)-no. 29 (Jan. 9, 1941);  
no. 31 (Jan. 24, 1941)-no. 37 (June 11, 1941);  
no. 39 (July 16, 1941)-no. 40 (Nov. 28, 1941);  
no. 42 (Nov. 5, 1941)-no. 43 (Nov. 19, 1941);  
no. 45 (Dec. 31, 1941)-no. 50 (May 4, 1942).



Mr. [unclear]  
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DEPARTMENT OF PUBLIC WELFARE  
STATE OF INDIANA  
141 South Meridian Street  
Indianapolis, Indiana

SECTION I - PUBLIC ASSISTANCE

CCC Selection DPW Bulletin No. 1

July 28, 1939

TO: County Departments of Public Welfare

SUBJECT: Designation of County Departments of Public Welfare as Local  
Selecting Agents for CCC.

1. Designation of County Departments of Public Welfare as Local CCC Selecting Agents

During the series of regional meetings of directors and board members held in April and May, the probability of county departments being asked to act as local selecting agents for CCC was discussed. At that time, there was every indication that county departments were willing to perform this important function which results in benefits to so many young men and their families in every county. The State Board of Public Welfare, acting on this information, has designated county departments of public welfare as local CCC selecting agents for the state department which is now the approved state selecting agency. This action was taken by the state board under the provisions of Section 5(n) of The Welfare Act of 1936, as amended, which is as follows:

"Under such rules and regulations as may be proscribed by the state department, designate county departments to serve as agents of the state department in the performance of all public welfare activities in the county..."

2. Action of County Board

In order that this matter may be brought to the official attention of each county board, it is suggested that at the next regular meeting the board be asked to adopt a resolution substantially like the following:

"RESOLVED, That the director of the \_\_\_\_\_ county department of public welfare is hereby authorized to act for \_\_\_\_\_ county as the CCC selecting agent and is hereby authorized and directed to sign all necessary certifications and papers in connection therewith."

In the interim, the state department will assume that the county director will handle such matters pertaining to CCC selection as may be necessary.

3. Manual of Prescribed Procedures

County departments when performing the function of CCC selection will follow the procedures prescribed in the Manual of CCC Selection. Copies of the manual and the prescribed forms will be furnished each county department in sufficient quantity to enable it to perform this function efficiently.



4. Supervision by the State Department

Supervision of the county departments in the performance of this function will be through bulletins, manual revisions, rules and regulations, and assistance through the district representatives. The State CCC Director is Virgil Sheppard and the Supervisor of CCC selection is Miss Helen Lowell.

5. Transfer of Existing Records

All necessary records pertaining to past CCC selection in the county will be transferred to the county department by the district senior visitor of the Unemployment Relief Section.

Virgil Sheppard  
State Director, CCC

*T. A. Gottschalk*  
T. A. Gottschalk  
Administrator



DEPARTMENT OF PUBLIC WELFARE  
STATE OF INDIANA  
141 South Meridian Street  
Indianapolis, Indiana

SECTION I - PUBLIC ASSISTANCE

August 15, 1939

CCC Selection DPW Bulletin No. 3

TO: County Departments of Public Welfare

SUBJECT: Change in Maximum Age Requirements

1. Change in Maximum Age Requirements

Under recent interpretation of the legal provisions governing the age limits of junior enrollees, it has been held that no junior enrollee can legally remain in the Corps after reaching his twenty-fourth birthday, except in the case of one leader, one mess steward, three cooks and five project assistants per each junior company.

The age requirements for junior enrollees is as follows: "Not less than seventeen years of age nor more than twenty-three and one-half years of age on the day of enrollment, unless one of the ten exempted men per company". At the time of enrollment, therefore, the applicant must be not less than seventeen years and during the entire six months' period of enrollment he must remain less than twenty-four years of age. The age of the selectee on the day on which he takes the oath of enrollment will govern his eligibility so far as age is concerned. Accordingly, applicants will not be selected (or reselected) for CCC enrollment who will be more than twenty-three and one-half years of age on the date that the oath of enrollment is to be administered. In case an applicant appears to be less than seventeen or more than twenty-three and one half years of age, evidence of his true age may be required by Army authorities at the point of acceptance.

A county department must be very careful in making its selections for the October enrollment, so as not to present any applicant who is less than seventeen years of age and more than twenty-three and one-half years. If selectees are enrolled in camp who do not come within this age, they will be administratively discharged, which will mean additional expense to the Government, disappointment to the enrollee, and prevent other eligible applicants from being enrolled.

2. Change in CCC Manual of Procedure

Page 1, Chapter II of the CCC Manual of Procedure is being corrected to show this change in age requirements and will be sent you in a few days.

*T. A. Gottschalk*

T. A. Gottschalk  
Administrator

Virgil Sheppard  
State Director, CCC  
P-3742-8-15-39



DEPARTMENT OF PUBLIC WELFARE  
STATE OF INDIANA  
141 South Meridian Street  
Indianapolis, Indiana

SECTION I - PUBLIC ASSISTANCE

August 22, 1939

CCC Selection DFW Bulletin No. 4

TO: County Departments of Public Welfare

SUBJECT: Analysis of CCC Discharge Notices

1. Purpose

Attached, for your information, is a report of CCC discharge notices received during July, 1939. This report is broken down by counties and CCC companies from which the enrollees were discharged. It does not include all of the discharges dated July 1 to 31, but includes all those discharges received in this office during the month of July.

2. Future Reports

A similar report will be sent to each local selecting agent monthly. It is suggested that it be kept on file in order that comparison can be made of the number of enrollees discharged from each county from month to month. In this way, qualitative selection can be determined.

*T. A. Gottschalk*  
T. A. Gottschalk,  
Administrator

Virgil Sheppard  
Director, CCC Selection

P-3758-8-22-39



ANALYSIS OF DISCHARGE NOTICES  
RECEIVED DURING JULY, 1939  
BY COUNTIES

| COUNTIES    | HONORABLE |                 |              |       |       | ADMINISTRATIVE AND DISHONORABLE |                    |               |               |                    |       |       | GRAND TOTAL |
|-------------|-----------|-----------------|--------------|-------|-------|---------------------------------|--------------------|---------------|---------------|--------------------|-------|-------|-------------|
|             | E.T.E.    | EMPLOY-<br>MENT | U.P.<br>CALL | MISC. | TOTAL | DESERT-<br>ION                  | UNWILL-<br>INGNESS | PHYS.<br>DIS. | SER.<br>MISC. | REFUSAL<br>TO WORK | MISC. | TOTAL |             |
| ADAMS       | 3         |                 |              |       | 3     |                                 |                    |               |               |                    |       |       | 3           |
| ALLEN       | 30        | 2               |              |       | 32    | 3                               |                    |               |               | 1                  | 1     | 5     | 37          |
| BARTHOLOMEW | 2         |                 |              |       | 2     | 1                               |                    |               |               |                    |       | 1     | 3           |
| BENTON      | 1         |                 |              |       | 1     |                                 |                    |               |               |                    |       |       | 1           |
| BLACKFORD   | 3         | 1               |              |       | 4     | 1                               |                    |               |               |                    | 1     | 2     | 6           |
| BOONE       | 1         | 1               |              |       | 2     |                                 |                    |               |               |                    |       |       | 2           |
| BROWN       | 3         |                 |              |       | 3     |                                 |                    |               |               |                    |       |       | 3           |
| CARROLL     |           |                 |              |       |       |                                 |                    |               |               |                    |       |       |             |
| CASS        | 3         |                 |              |       | 3     | 3                               |                    |               | 1             |                    |       | 4     | 7           |
| CLARK       | 32        |                 | 2            |       | 34    | 1                               |                    |               | 2             |                    |       | 3     | 37          |
| CLAY        | 8         | 1               |              | 1     | 10    | 2                               |                    |               |               |                    |       | 2     | 12          |
| CLINTON     | 3         | 1               |              |       | 4     | 3                               |                    |               |               |                    |       | 3     | 7           |
| CRAWFORD    | 5         |                 |              |       | 5     | 3                               |                    |               |               |                    |       | 3     | 8           |
| DAVISS      | 8         |                 |              |       | 8     | 1                               | 1                  |               |               |                    |       | 2     | 10          |
| DEARBORN    | 2         |                 |              |       | 2     | 1                               |                    |               |               |                    |       | 1     | 3           |
| DECATUR     | 1         |                 |              |       | 1     | 1                               |                    |               |               |                    |       | 1     | 2           |
| DEKALB      | 2         |                 |              |       | 2     |                                 |                    |               |               |                    |       |       | 2           |
| DELAWARE    | 14        | 2               | 1            | 1     | 18    | 3                               |                    |               |               |                    |       | 3     | 21          |
| DUBOIS      | 1         | 1               |              |       | 2     |                                 |                    |               |               |                    |       |       | 2           |
| ELKHART     | 7         | 1               |              |       | 8     | 1                               |                    |               |               |                    |       | 1     | 9           |
| FAYETTE     | 11        |                 |              |       | 11    |                                 |                    |               |               |                    |       |       | 11          |
| FLOYD       | 13        |                 |              |       | 13    | 1                               |                    |               |               |                    |       | 1     | 14          |
| FOUNTAIN    | 4         |                 |              |       | 4     | 1                               |                    |               |               |                    |       | 1     | 5           |
| FRANKLIN    | 10        |                 |              |       | 10    | 2                               |                    |               |               |                    |       | 2     | 12          |
| FULTON      | 1         | 1               |              |       | 2     |                                 |                    |               |               |                    |       |       | 2           |
| GIBSON      | 12        |                 |              | 1     | 13    | 2                               |                    | 1             |               |                    |       | 3     | 16          |
| GRANT       | 18        | 1               |              | 1     | 20    | 2                               |                    |               |               |                    |       | 2     | 22          |
| GREENE      | 24        |                 |              |       | 24    | 1                               |                    |               |               |                    |       | 1     | 25          |
| HAMILTON    | 2         |                 |              |       | 2     |                                 |                    |               |               |                    |       |       | 2           |
| HANCOCK     | 7         |                 |              |       | 7     |                                 |                    |               |               |                    |       |       | 7           |
| HARRISON    | 10        |                 |              |       | 10    |                                 |                    |               |               |                    |       |       | 10          |
| HENDRICKS   |           |                 |              |       |       |                                 |                    |               |               |                    |       |       |             |
| HENRY       | 19        |                 |              |       | 19    |                                 |                    |               |               |                    |       |       | 19          |
| HOWARD      | 5         |                 | 1            |       | 6     | 2                               |                    |               | 1             |                    |       | 3     | 9           |
| HUNTINGTON  | 4         | 2               |              |       | 6     | 1                               |                    |               |               |                    |       | 1     | 7           |
| JACKSON     | 12        | 1               |              |       | 13    |                                 |                    |               |               |                    | 1     | 1     | 14          |
| JASPER      | 6         |                 |              |       | 6     |                                 |                    |               |               | 1                  |       | 1     | 7           |
| JAY         | 2         |                 |              |       | 2     |                                 |                    |               |               |                    |       |       | 2           |
| JEFFERSON   |           |                 |              |       |       | 1                               |                    |               |               |                    |       | 1     | 1           |
| JENNINGS    | 1         |                 |              |       | 1     | 1                               |                    |               |               |                    |       | 1     | 2           |
| JOHNSON     | 2         | 1               |              |       | 3     |                                 |                    |               |               |                    |       |       | 3           |
| KNOX        | 18        | 3               |              |       | 21    | 3                               | 1                  |               |               |                    |       | 4     | 25          |
| KOSCIUSKO   |           |                 |              |       |       | 1                               |                    |               | 2             |                    |       | 3     | 3           |
| LAGRANGE    | 1         |                 |              |       | 1     |                                 |                    |               |               |                    |       |       | 1           |
| LAKE        | 128       | 8               |              | 5     | 141   | 5                               |                    | 1             | 3             |                    | 1     | 10    | 151         |
| LAPORTE     | 6         | 1               | 1            | 1     | 9     |                                 |                    |               |               |                    |       |       | 9           |
| LAWRENCE    | 35        |                 |              |       | 35    |                                 |                    |               |               |                    |       |       | 35          |
| MADISON     | 15        | 2               |              | 2     | 19    | 1                               |                    |               |               |                    |       | 1     | 20          |
| MARION      | 94        | 6               |              |       | 100   | 18                              |                    | 1             |               | 2                  |       | 21    | 121         |
| MARSHALL    | 2         | 2               |              |       | 4     |                                 |                    |               |               |                    |       |       | 4           |
| MARTIN      | 4         |                 |              |       | 4     |                                 | 1                  |               |               |                    |       | 1     | 5           |
| MIAMI       | 6         |                 |              |       | 6     | 1                               |                    |               |               |                    |       | 1     | 7           |
| MONROE      | 27        | 2               | 1            |       | 30    | 2                               |                    |               |               |                    | 1     | 3     | 33          |
| MONTGOMERY  | 4         | 1               |              |       | 5     | 1                               |                    |               |               |                    |       | 1     | 6           |



## ANALYSIS OF DISCHARGE NOTICES

| COUNTIES    | HONORABLE |                 |              |       |       | ADMINISTRATIVE AND DISHONORABLE |                    |               |               |                    |       |       | GRAND TOTAL |
|-------------|-----------|-----------------|--------------|-------|-------|---------------------------------|--------------------|---------------|---------------|--------------------|-------|-------|-------------|
|             | E.T.E.    | EMPLOY-<br>MENT | U.P.<br>CALL | MISC. | TOTAL | DESERT-<br>ION                  | UNWILL-<br>INGNESS | PHYS.<br>DIS. | SER.<br>MISC. | REFUSAL<br>TO WORK | MISC. | TOTAL |             |
| MORGAN      | 2         | 1               |              |       | 3     |                                 |                    |               |               |                    |       |       | 3           |
| NEWTON      | 3         |                 |              |       | 3     |                                 |                    |               |               |                    |       |       | 3           |
| NOBLE       | 1         |                 |              |       | 1     |                                 |                    |               |               |                    |       |       | 1           |
| OHIO        | 1         |                 |              |       | 1     |                                 |                    |               |               |                    |       |       | 1           |
| ORANGE      | 14        | 1               |              |       | 15    |                                 |                    |               |               |                    |       |       | 15          |
| OWEN        | 4         | 4               |              | 1     | 9     | 1                               |                    |               |               |                    |       | 1     | 10          |
| PARKE       | 8         |                 |              |       | 8     | 1                               |                    |               |               |                    |       | 1     | 9           |
| PERRY       | 8         | 2               |              | 1     | 11    |                                 |                    |               |               |                    | 1     | 1     | 12          |
| PIKE        | 6         |                 |              |       | 6     |                                 |                    |               |               |                    |       |       | 6           |
| PORTER      | 5         | 1               |              |       | 6     |                                 |                    |               |               |                    |       |       | 6           |
| POSEY       | 7         |                 |              | 1     | 8     | 2                               |                    |               |               |                    |       | 2     | 10          |
| PULASKI     | 3         |                 |              |       |       | 3                               |                    |               |               |                    |       |       | 3           |
| PUTNAM      | 2         |                 |              |       | 2     | 2                               |                    |               |               |                    |       | 2     | 4           |
| RANDOLPH    | 6         |                 |              |       | 6     |                                 |                    |               |               |                    |       |       | 6           |
| RIPLEY      | 7         |                 |              |       | 7     |                                 |                    |               |               |                    |       |       | 7           |
| RUSH        | 1         |                 |              |       | 1     |                                 |                    |               |               |                    |       |       | 1           |
| SCOTT       | 4         |                 |              |       | 4     |                                 |                    |               |               |                    |       |       | 4           |
| ST. JOSEPH  | 60        | 3               |              | 2     | 65    | 5                               |                    |               | 3             |                    |       | 8     | 73          |
| SHELBY      | 3         |                 |              |       | 3     |                                 |                    |               |               | 1                  |       | 1     | 4           |
| SPENCER     | 4         |                 |              |       | 4     |                                 |                    |               |               |                    | 1     | 1     | 5           |
| STARKE      | 1         |                 | 1            |       | 2     |                                 |                    |               |               |                    |       |       | 2           |
| STEBEN      | 2         |                 |              |       | 2     |                                 |                    |               |               |                    |       |       | 2           |
| SULLIVAN    | 18        | 1               | 1            |       | 20    |                                 |                    |               |               | 2                  |       | 2     | 22          |
| SWITZERLAND |           |                 |              |       |       |                                 |                    |               |               |                    |       |       |             |
| TIPPECANOE  | 5         |                 |              |       | 5     | 1                               |                    |               |               |                    |       | 1     | 6           |
| TIPTON      | 2         | 1               |              |       | 3     |                                 |                    |               |               |                    |       |       | 3           |
| UNION       | 1         |                 |              |       | 1     | 1                               |                    |               |               |                    |       | 1     | 2           |
| VANDEBURG   | 27        | 2               |              |       | 29    | 1                               |                    |               |               | 1                  |       | 2     | 31          |
| VERMILLION  | 20        | 1               |              |       | 21    | 1                               |                    |               |               |                    |       | 1     | 22          |
| VIGO        | 40        | 7               |              | 1     | 48    | 7                               |                    | 2             |               |                    |       | 9     | 57          |
| WABASH      | 3         |                 |              |       | 3     |                                 |                    |               | 1             |                    |       | 1     | 4           |
| WARREN      | 2         |                 |              |       | 2     |                                 |                    |               |               |                    |       |       | 2           |
| WARRICK     |           | 1               |              |       | 1     |                                 |                    |               |               |                    |       |       | 1           |
| WASHINGTON  | 10        |                 |              |       | 10    |                                 |                    |               |               |                    |       |       | 10          |
| WAYNE       | 27        |                 |              |       | 27    | 2                               |                    |               | 1             |                    |       | 3     | 30          |
| WELLS       | 1         |                 |              |       | 1     | 1                               |                    |               |               |                    |       | 1     | 2           |
| WHITE       |           |                 |              |       |       |                                 |                    |               |               |                    |       |       |             |
| WHITLEY     | 1         |                 |              | 1     | 2     |                                 |                    |               |               |                    |       |       | 2           |
| TOTAL       | 941       | 66              | 8            | 19    | 1034  | 95                              | 3                  | 5             | 14            | 8                  | 7     | 132   | 1166        |



ANALYSIS OF DISCHARGE NOTICES  
RECEIVED DURING JULY, 1939  
BY COMPANIES

| CAMP<br>LOCATION         | HONORABLE |                 |              |       |       | ADMINISTRATIVE AND DISHONORABLE |                    |               |               |                    |       |       | GRAND<br>TOTAL |
|--------------------------|-----------|-----------------|--------------|-------|-------|---------------------------------|--------------------|---------------|---------------|--------------------|-------|-------|----------------|
|                          | E.T.E.    | EMPLOY-<br>MENT | U.P.<br>CALL | MISC. | TOTAL | DESERT-<br>ION                  | UNWILL-<br>INGNESS | PHYS.<br>DIS. | SER.<br>MISC. | REFUSAL<br>TO WORK | MISC. | TOTAL |                |
| Co. 515<br>MEDARYVILLE   | 24        | 3               |              |       | 27    | 3                               |                    | 1             | 1             | 1                  |       | 6     | 33             |
| Co. 517<br>PORTLAND      | 13        | 1               |              | 3     | 17    | 1                               |                    | 2             | 3             | 1                  |       | 7     | 24             |
| Co. 522<br>JASONVILLE    | 10        |                 |              | 1     | 11    | 1                               |                    |               |               |                    |       | 1     | 12             |
| Co. 556<br>ANGOLA        | 23        | 2               |              |       | 25    | 1                               |                    |               |               |                    |       | 1     | 26             |
| Co. 559<br>WASHINGTON    | 22        | 1               |              |       | 23    | 1                               | 3                  |               |               |                    |       | 4     | 27             |
| Co. 589<br>LAGRO         | 32        | 4               |              | 1     | 37    | 8                               |                    |               | 1             |                    | 1     | 10    | 47             |
| Co. 1536<br>MITCHELL     | 30        | 2               |              | 1     | 33    | 1                               |                    |               |               |                    |       | 1     | 34             |
| Co. 1582<br>MONON        | 30        |                 | 1            | 1     | 32    | 2                               |                    |               |               | 1                  |       | 3     | 35             |
| Co. 1583<br>VALPARAISO   | 28        | 4               | 1            |       | 33    |                                 |                    |               |               |                    | 1     | 1     | 34             |
| Co. 1585<br>FRANKTON     | 23        | 3               | 1            |       | 27    | 2                               |                    |               | 1             | 1                  |       | 4     | 31             |
| Co. 1587<br>LAFAYETTE    | 26        | 2               |              | 1     | 29    | 6                               |                    |               |               |                    |       | 6     | 35             |
| Co. 1589<br>LEBANON      | 13        | 6               |              |       | 19    | 3                               |                    |               |               |                    |       | 3     | 22             |
| Co. 1590<br>FORT WAYNE   | 33        | 5               |              |       | 38    |                                 |                    |               | 2             |                    | 1     | 3     | 41             |
| Co. 1592<br>BLUFFTON     | 31        | 4               |              | 2     | 37    | 2                               |                    |               | 2             |                    |       | 4     | 41             |
| Co. 1593<br>WORTHINGTON  | 11        | 2               | 1            |       | 14    | 5                               |                    | 2             |               | 1                  |       | 8     | 22             |
| Co. 1594<br>KURTZ        | 25        | 2               | 1            |       | 28    |                                 |                    |               |               |                    | 1     | 1     | 29             |
| Co. 1596<br>BROOKVILLE   | 26        | 1               |              | 1     | 28    | 6                               |                    |               |               | 1                  |       | 7     | 35             |
| Co. 1598<br>WADESVILLE   | 13        |                 |              |       | 13    | 3                               |                    |               |               | 2                  |       | 5     | 18             |
| Co. 1599<br>HENRYVILLE   | 33        | 1               |              |       | 34    | 6                               |                    |               |               |                    |       | 6     | 40             |
| Co. 2579<br>WAVELAND     | 14        | 2               |              |       | 16    |                                 |                    |               |               |                    |       |       | 16             |
| Co. 2580<br>MARSHALL     | 36        |                 |              |       | 36    |                                 |                    |               |               |                    | 1     | 1     | 37             |
| Co. 2583<br>TELL CITY    | 14        | 3               |              | 1     | 18    | 5                               |                    |               |               |                    | 2     | 7     | 25             |
| Co. 2585<br>KENDALLVILLE | 13        | 4               |              | 2     | 19    | 6                               |                    |               |               |                    |       | 6     | 25             |
| Co. 3350<br>PERU         | 1         | 1               |              |       | 2     | 1                               |                    |               |               |                    |       | 1     | 3              |
| HQTS.<br>DETACHMENT      | 5         |                 |              | 1     | 6     |                                 |                    |               |               |                    |       |       | 6              |
| TOTAL                    | 529       | 53              | 5            | 15    | 602   | 63                              | 3                  | 5             | 10            | 8                  | 7     | 96    | 698            |



## COMPANIES LOCATED OUTSIDE INDIANA

| CAMP<br>LOCATION                   | HONORABLE |                 |              |       |       | ADMINISTRATIVE AND DISHONORABLE |                    |               |               |                    |       |       | GRAND<br>TOTAL |
|------------------------------------|-----------|-----------------|--------------|-------|-------|---------------------------------|--------------------|---------------|---------------|--------------------|-------|-------|----------------|
|                                    | E.T.E.    | EMPLOY-<br>MENT | U.P.<br>CALL | MISC. | TOTAL | DESERT-<br>ION                  | UNWILL-<br>INGNESS | PHYS.<br>DIS. | SER.<br>MISC. | REFUSAL<br>TO WORK | MISC. | TOTAL |                |
| Co. 503<br>BURNS, ORE.             | 1         |                 |              |       | 1     | 2                               |                    |               |               |                    |       | 2     | 3              |
| Co. 527<br>SEBREE, KY.             | 1         |                 |              |       | 1     |                                 |                    |               | 1             |                    |       | 1     | 2              |
| Co. 536<br>WOODS CROSS<br>UTAH     | 30        |                 |              |       | 30    |                                 |                    |               |               |                    |       |       | 30             |
| Co. 551<br>VALE, ORE.              |           | 1               | 1            |       | 2     | 2                               |                    |               |               |                    |       | 2     | 4              |
| Co. 554<br>STANFIELD,<br>OREGON    |           | 1               |              |       | 1     |                                 |                    |               |               |                    |       |       | 1              |
| Co. 569<br>LAPINE,<br>OREGON       |           | 1               |              |       | 1     | 5                               |                    |               |               |                    |       | 5     | 6              |
| Co. 573<br>BOULDER<br>CITY, NEV.   | 1         |                 |              |       | 1     |                                 |                    |               |               |                    |       |       | 1              |
| Co. 585<br>LEEDS, UTAH             | 2         |                 |              |       | 2     |                                 |                    |               |               |                    |       |       | 2              |
| Co. 593<br>PRICE, UTAH             | 44        |                 |              |       | 44    | 1                               |                    |               |               |                    |       | 1     | 45             |
| Co. 596<br>LAPINE,<br>OREGON       | 86        | 1               |              |       | 87    | 5                               |                    |               |               |                    |       | 5     | 92             |
| Co. 1507<br>VERNAL,<br>UTAH        |           | 1               |              |       | 1     |                                 |                    |               |               |                    |       |       | 1              |
| Co. 1508<br>GARRISON,<br>UTAH      | 32        |                 |              |       | 32    |                                 |                    |               |               |                    |       |       | 32             |
| Co. 1510<br>BUTTE<br>FALLS, ORE.   | 2         |                 |              |       | 2     |                                 |                    |               |               |                    |       |       | 2              |
| Co. 1534<br>SITKUM, ORE.           |           | 2               | 2            |       | 4     | 3                               |                    |               | 1             |                    |       | 4     | 8              |
| Co. 1540<br>HENDERSON,<br>KENTUCKY | 2         |                 |              |       | 2     |                                 |                    |               |               |                    |       |       | 2              |
| Co. 1586<br>BOZEMAN,<br>MONTANA    | 4         |                 |              |       | 4     |                                 |                    |               |               |                    |       |       | 4              |
| Co. 2506<br>CALDWELL,<br>IDAHO     |           |                 |              |       |       | 6                               |                    |               |               |                    |       | 6     | 6              |
| Co. 2513<br>PANACA,<br>NEVADA      | 32        |                 |              |       | 32    |                                 |                    |               | 1             |                    |       | 1     | 33             |
| Co. 2517<br>CLOVER,<br>UTAH        | 19        | 2               |              |       | 21    |                                 |                    |               |               |                    |       |       | 21             |



COMPANIES LOCATED OUTSIDE INDIANA

| CAMP<br>LOCATION                               | HONORABLE |                 |              |       |       | ADMINISTRATIVE AND DISHONORABLE |                    |               |               |                    |       |       | GRAND<br>TOTAL |
|--|-----------|-----------------|--------------|-------|-------|---------------------------------|--------------------|---------------|---------------|--------------------|-------|-------|----------------|
|  | E.T.E.    | EMPLOY-<br>MENT | U.P.<br>CALL | MISC. | TOTAL | DESERT-<br>ION                  | UNWILL-<br>INGNESS | PHYS.<br>DIS. | SER.<br>MISC. | REFUSAL<br>TO WORK | MISC. | TOTAL |                |
| Co. 2528<br>HAGERMAN,<br>IDAHO                 |           |                 |              |       |       | 3                               |                    |               |               |                    |       | 3     | 3              |
| Co. 2529<br>HENRIEVILLE<br>UTAH                | 40        | 1               |              |       | 41    | 2                               |                    |               |               |                    |       | 2     | 43             |
| Co. 2536<br>BOULDER<br>CITY, NEV.              | 1         |                 |              |       | 1     |                                 |                    |               |               |                    |       |       | 1              |
| Co. 2557<br>FREEDONIA,<br>ARIZONA              | 40        | 1               |              |       | 41    |                                 |                    |               | 1             |                    |       | 1     | 42             |
| Co. 2558<br>ST. GEORGE,<br>UTAH                | 22        |                 |              |       | 22    |                                 |                    |               |               |                    |       |       | 22             |
| Co. 3503<br>CORVALLIS,<br>OREGON               | 1         |                 |              |       | 1     |                                 |                    |               |               |                    |       |       | 1              |
| Co. 3530<br>REDMOND,<br>OREGON                 |           |                 |              | 2     | 2     |                                 |                    |               |               |                    |       |       | 2              |
| Co. 3544<br>MANILA,<br>UTAH                    | 51        | 1               |              |       | 52    |                                 |                    |               |               |                    |       |       | 52             |
| Co. 3558<br>MCKINLEY,<br>OREGON                |           |                 |              | 2     | 2     | 1                               |                    |               |               |                    |       | 1     | 3              |
| Co. 3567<br>VALLEY FALLS<br>OREGON             |           | 1               |              |       | 1     |                                 |                    |               |               |                    |       |       | 1              |
| D. & R.<br>CAMP<br>FT. KNOX<br>KENTUCKY        |           |                 |              |       |       | 2                               |                    |               |               |                    |       | 2     | 2              |
| LETTERMAN<br>GENERAL<br>HOSPITAL<br>CALIFORNIA | 1         |                 |              |       | 1     |                                 |                    |               |               |                    |       |       | 1              |
| TOTAL  | 412       | 13              | 3            | 4     | 432   | 32                              |                    |               | 4             |                    |       | 36    | 468            |
| GRAND<br>TOTAL                                 | 941       | 66              | 8            | 19    | 1034  | 95                              | 3                  | 5             | 14            | 8                  | 7     | 132   | 1166           |

\*\* GRAND TOTAL: THIS TOTAL INCLUDES ALL DISCHARGES OF INDIANA ENROLLEES, REGARDLESS OF THEIR CAMP LOCATIONS.



DEPARTMENT OF PUBLIC WELFARE  
STATE OF INDIANA  
141 South Meridian Street  
Indianapolis, Indiana

SECTION I - PUBLIC ASSISTANCE

August 22, 1939

CCC Selection DPW Bulletin No. 5

TO: County Departments of Public Welfare

SUBJECT: Revisions of Table of Contents, Page 2; Chapter II, Page 1 and 10, Chapter III, Page 1; Chapter VII, Page 5; and Chapter IX of the CCC Manual of Procedure

1. Purpose of Bulletin

Since the CCC Manual of Procedure was issued, it has been necessary to make some corrections as to words and phrases. In addition, there has been one change in regulations received from the Director, Civilian Conservation Corps, and the instructions concerning records and files have been completed.

The revisions transmitted with this bulletin should be placed in all copies of the CCC Manuals at once and the former pages destroyed.

2. Table of Contents, Page 2

Revised to correspond with the new Chapter IX.

3. Age Requirements, Chapter II, Page 1

The County Departments were informed of the change in maximum age requirements of junior enrollees by CCC Selection DPW Bulletin No. 3, issued August 15, 1939.

4. Chapter II, Page 10

A new page is being supplied in order to correct a word.

5. Chapter III, Page 1

The original instructions stated that the preliminary application, CCC Form 1 (Revised) was to be made in duplicate. When this form was revised, it was necessary to change these instructions to read "in triplicate".



6. Chapter VII, Page 5

The phrase "before the eighth day of absence" should read, "before the fifteenth day of continued absence".

7. Chapter IX, Records and Files

This chapter gives instructions for registering cases, assigning case numbers, making the master index card, and giving the instructions for filling out CCC-S210, Certificate of Selection, etc.

*T. A. Gottschalk*

T. A. Gottschalk,  
Administrator

Virgil Sheppard  
State Director, CCC

P-3759-8-22-39



DEPARTMENT OF PUBLIC WELFARE  
STATE OF INDIANA  
141 South Meridian Street  
Indianapolis, Indiana

SECTION I - PUBLIC ASSISTANCE

August 28, 1939

CCC Selection DFW Bulletin No. 6

TO: County Departments of Public Welfare

SUBJECT: Submission of Reports

1. CCC Form 6, "Junior Applicants Eligible and Awaiting Selection"

Enclosed are three copies of CCC Form 6 to be used in making your monthly report of the number of eligible applicants awaiting selection for enrollment in the CCC. This report is to be made up on the last of each month and mailed to the Statistical Section of the Division of General Administration on the first of each month. Your first report will be due in this office on September 2nd. This report is to include the number of completed and pending applications of unemployed, unmarried young men between the ages of 17 and  $23\frac{1}{2}$  years, who desire to be selected for enrollment in the CCC. For definitions of completed and pending applications see Section E, Chapter I of the CCC Manual of Procedure.

2. CCC Form 5, "Forecast of Junior Applicants Available for CCC Enrollment"

Enclosed are three copies of CCC Form 5. This report is to be made up by local selecting agents as of September 9th and mailed to the State Office immediately.

3. Reporting Applications on File

The first four vertical columns of this form relate exclusively to the actual number of completed and pending CCC applications on file in your office. See definitions for completed and pending applications as stated above.

4. Estimating Prospective Applicants

It is especially important that utmost care be given in preparing estimates of the number of additional applicants, who have not yet applied, who are expected to be eligible and available for selection in October. In arriving at the estimates requested in the fifth and sixth vertical columns of Form 5, it is desired that careful consideration be given to all the factors affecting the number of applicants likely to be available. It is believed that the following items are generally applicable and should be considered and weighed in preparing the forecasts:



- a. The expansion or contraction of general employment in your county.
- b. The past and present size of relief rolls in your county, including all persons dependent upon WPA, Farm Security Administration, NYA, and other Federal work relief programs, and the number of persons dependent upon the State and local relief and public assistance programs.
- c. The probable availability of State and local funds for the provisions of necessary relief to needy families, i.e., lack of funds usually increases the number of relief eligibles desiring CCC enrollment.
- d. Probable seasonal variations in employment due to agricultural or industrial opportunities, possible seasonal lay-offs, and so on.
- e. The general attitude of young men in your county toward the Corps and toward the opportunities which it offers.

5. Date of Submission of Report

One copy of this report, CCC Form 5, should be submitted to the Statistical Section of the Division of General Administration and should reach that office not later than Tuesday, September 12th. The other copy should be filed in your office.

*T. A. Gottschalk*

T. A. Gottschalk  
Administrator

Virgil Sheppard  
Director, CCC Selection



Quarterly Enrollment Period  
FORECAST OF JUNIOR APPLICANTS AVAILABLE FOR CCC ENROLLMENT

Based Upon Reports as of \_\_\_\_\_

County \_\_\_\_\_

To: Supervisor, CCC Selection

Date \_\_\_\_\_

From: \_\_\_\_\_  
Local Selecting Agent

| CLASSES OF APPLICANTS   | Actual number of completed and pending applications now on file in local offices of eligible and qualified juniors who desire to be selected during the next quarterly CCC Enrollment |                         | Estimated number of additional applicants, who have not yet applied, who will be eligible and available for CCC selection during the next quarterly CCC enrollment. |         |
|---|---|-------------------------|---|---------|
|   | WHITE<br>Age 17 18-23   | COLORED<br>Age 17 18-23 | WHITE   | COLORED |
| 1. How many eligible applicants with dependents who are now receiving relief, work relief, or other public assistance, will desire to be selected during the next quarterly CCC enrollment?   |   |                         |   |         |
| 2. How many additional eligible applicants with dependents who are eligible to receive (but not actually receiving) relief, or other public assistance will desire to be selected during the next quarterly CCC enrollment?   |   |                         |   |         |
| 3. How many additional eligible CCC applicants with dependents who are not receiving or eligible to receive relief, but whom a CCC allotment would help to maintain a normal standard of living, will be eligible and available for CCC selection during the next quarterly CCC enrollment? |   |                         |   |         |
| 4. How many additional eligible CCC applicants without dependents, eligible to make deposits instead of allotments, will be eligible and available for selection during the next quarterly CCC enrollment?  |   |                         |   |         |
| 5. Total eligible CCC junior applicants available for selection during the next quarterly CCC enrollment.   |   |                         |   |         |



JUNIOR APPLICANTS - ELIGIBLE AND AWAITING SELECTION

Date \_\_\_\_\_

County \_\_\_\_\_

To: Supervisor, CCC Selection

From: \_\_\_\_\_  
Local Selecting Agent

As of \_\_\_\_\_ there were on file in this office  
last day of month  
the following number of active applications of unemployed,  
unmarried young men between the ages of 17 and 23, who desire  
to be selected for the Civilian Conservation Corps.

|   | <u>White</u> | <u>Colored</u> |
|---|--------------|----------------|
| 1. Relief and eligible for relief       | _____        | _____          |
| 2. Unemployed and in need of employment | _____        | _____          |
| 3. Total applications                   | _____        | _____          |

\_\_\_\_\_  
Signature of Staff Member Preparing Report



DEPARTMENT OF PUBLIC WELFARE  
STATE OF INDIANA  
141 South Meridian Street  
Indianapolis, Indiana

SECTION I - PUBLIC ASSISTANCE

September 5, 1939

CCC Selection DFW Bulletin No. 7

TO: County Departments of Public Welfare

SUBJECT: CCC Form 3, Report of CCC Enrollment

1. Report of CCC Enrollment

Attached you will find a mimeographed copy of CCC Form 3, Quarterly Selection Report covering the July, 1939 CCC Enrollment. This report is furnished to the Director of Civilian Conservation Corps, Washington, D. C., after each enrollment, and is the report that is referred to on Page 9, Chapter IX of the CCC Manual of Procedure.

2. Information Covered by Report

This report covers all junior enrollees accepted, and is broken down to show the age distribution, those with previous service, data on weight and height, years of schooling completed, number from urban and rural families, length of unemployment, number registered with the public employment offices, number in household, number making allotments and deposits, financial status of enrollees, and the acceptance stations.

This report covers the number of enrollees accepted at the acceptance stations rather than the number actually enrolled. You will note on Page 1, Item 8, that there were 1719 juniors accepted during July while the number actually enrolled was 1679 as given under Item 9. This difference is caused by the number of acceptees who eloped before signing their oath of enrollment and actually becoming members of the Corps or were accepted and then found to be ineligible before signing the oath of enrollment. Sometimes the acceptance and enrollment constitutes two separate operations. For instance, boys may be accepted at the acceptance stations and transferred to their designated camps before they are actually enrolled. The boys selected to be sent to the Ninth Corps Area are accepted at the local acceptance stations and sent to Fort Benjamin Harrison for a reconditioning period of five to eight days. These acceptees are given another physical examination upon their arrival at the reconditioning camp. They do not sign their oath of enrollment, thereby becoming members of the Corps, until after the physical examination has been given them at the reconditioning camp.

3. Future Reports

A similar report will be furnished you after each quarterly enrollment.

*T. A. Gottschalk*  
T. A. Gottschalk  
Administrator

Virgil Sheppard  
State Director, CCC  
P-3783-9-5-39



## REPORT OF JUNIOR ENROLLMENT - CIVILIAN CONSERVATION CORPS

Quarterly Enrollment Period July 1939  
(Month) (Year)

TO: W. FRANK PERSONS,  
Special Assistant to the Director

Date of report July 29, 1939

FROM: R. W. Bunch  
(State Director of Selection)

Name of State Indiana

## SCHEDULE A - Data on Selection, Acceptance, and Enrollment

(Source: STATE SELECTING AGENCY DATA - ITEMS 1 to 8 INCLUSIVE)

TOTALS  
(1)

## ITEM

|   |       |         |       |
|---|-------|---------|-------|
| (1) Original Junior requisition authorized <u>a/</u> .....  |       |         | 1,679 |
| (2) Supplemental requisitions or deductions authorized - if any <u>b/</u> ....  |       |         | 0     |
| (3) Final requisition (item 1 plus or minus item 2) .....   |       |         | 1,679 |
| (4) Total number of Juniors called by Corps Area<br>Commander <u>c/</u> .....   | WHITE | COLORED |       |
|   | 1,598 | 81      | 1,679 |
| (5) Number of selectees (principals and alternates)<br>notified by selecting agency to go forward for<br>examination at Army CCC acceptance station ...                                       | 2,068 | 146     | 2,214 |
| (6) Number of selectees (principals and alternates)<br>notified by selecting agency to report for ex-<br>amination who failed to report at Army CCC<br>acceptance station .....               | 135   | 3       | 138   |
| (7) Number of selectees rejected by the Army after<br>examination at CCC acceptance station .....   | 415   | 64      | 479   |
| (8) Number of selectees accepted for enrollment by<br>the Army <u>d/</u> .....  | 1,637 | 82      | 1,719 |
| (9) Number of Juniors actually enrolled (Source:<br>Official report of total Junior enrollments<br>obtained by State Selecting Agency from Corps<br>Area or District CCC Headquarters.) ..... | 1,598 | 81      | 1,679 |
| (10) Number of Junior applicants awaiting future<br>selection and enrollment as of final date of<br>acceptance operations <u>e/</u> .....   | 345   | 175     | 520   |

## FOOTNOTES:

- a/ Refers to State requisition cleared by telegram.
- b/ Refers only to supplements or deductions specifically authorized.
- c/ Give total number of selectees included in "calls" by Corps Area Commander upon State Selecting Agency for men to be sent forward to acceptance stations by local agencies.
- d/ Item 8 will not necessarily be equal to item 5 minus items 6 and 7, for the reason that every alternate will not have had the opportunity to be examined.
- e/ Include only (1) actual applicants for whom preliminary eligibility data is on file and (2) selectees who, because of limited requisitions, did not have the opportunity to be examined. Do not include estimates of unknown, prospective applicants.



## SCHEDULE B - Age Distribution of Juniors Accepted

| AGE GROUP<br><br>ITEM | JUNIORS ACCEPTED       |   | AGE GROUP<br><br>ITEM      | JUNIORS ACCEPTED       |   |
|-----------------------|------------------------|---|----------------------------|------------------------|---|
|                       | TOTAL<br>NUMBER<br>(2) | NUMBER<br>PREVIOUSLY<br>ENROLLED<br>(3) |                            | TOTAL<br>NUMBER<br>(2) | NUMBER<br>PREVIOUSLY<br>ENROLLED<br>(3) |
| (11) Age 17           | 683                    | 5                                       | (16) Age 22                | 56                     | 20                                      |
| (12) Age 18           | 447                    | 78                                      | (17) Age 23                | 32                     | 13                                      |
| (13) Age 19           | 278                    | 80                                      | (18) Age 24&Over <u>f/</u> | 1                      | 1                                       |
| (14) Age 20           | 128                    | 43                                      | (19) TOTALS <u>g/</u>      | 1719                   | 289                                     |
| (15) Age 21           | 94                     | 49                                      | xxx                        | xxx                    | xxx                                     |

## SCHEDULE C - Data on Weight and Height of Juniors Accepted

| ITEM                          | WEIGHT | NUMBER OF<br>ACCEPTEEES<br>(4) | ITEM                        | HEIGHT | NUMBER OF<br>ACCEPTEEES<br>(5) |
|-------------------------------|--------|--------------------------------|-----------------------------|--------|--------------------------------|
| (20) Weight 107 to 121 pounds |        | 109                            | (29) Height 60 to 62 inches |        | 33                             |
| (21) Weight 122 to 136 pounds |        | 485                            | (30) Height 63 to 65 inches |        | 174                            |
| (22) Weight 137 to 151 pounds |        | 667                            | (31) Height 66 to 68 inches |        | 667                            |
| (23) Weight 152 to 166 pounds |        | 308                            | (32) Height 69 to 71 inches |        | 598                            |
| (24) Weight 167 to 181 pounds |        | 103                            | (33) Height 72 to 74 inches |        | 239                            |
| (25) Weight 182 to 196 pounds |        | 30                             | (34) Height 75 & Over       |        | 7                              |
| (26) Weight 197 & Over        |        | 16                             | (35) Height not specified   |        | 1                              |
| (27) Weight not specified     |        | 1                              | (36) TOTAL <u>i/</u>        |        | 1719                           |
| (28) TOTAL <u>h/</u>          |        | 1719                           | xxx                         |        | xxx                            |

## SCHEDULE D - Years of Schooling Completed - Juniors Accepted

| Year                      | Not<br>spec-<br>ified | No<br>school-<br>ing | ELEMENTARY SCHOOL |   |   |   |    |    |     |     | HIGH SCHOOL |     |     |     | COLL-<br>EGE<br>ALL<br>YEARS | TOTAL<br>(37) <u>j/</u><br>xxx |
|---------------------------|-----------------------|----------------------|-------------------|---|---|---|----|----|-----|-----|-------------|-----|-----|-----|------------------------------|--------------------------------|
|                           |                       |                      | 1                 | 2 | 3 | 4 | 5  | 6  | 7   | 8   | 1           | 2   | 3   | 4   |                              |                                |
| Number<br>of<br>Acceptees | 0                     | 0                    | 0                 | 0 | 1 | 8 | 13 | 58 | 158 | 389 | 290         | 245 | 130 | 420 | 7                            | 1719                           |

FOOTNOTES: Data in Schedules B, C, and D are to be obtained by analysis of corresponding items on completed Certificates of Selection.

f/ Indicate number of "cooks" and other exempted men requisitioned by Corps Area Commander (do not include project assistants) accepted at age 24 and over. Cooks and other exempted men (exclusive of project assistants) below age 24 should be listed in proper age groups.

g/ Item 19 is total of items 11-18 inclusive.

h/ Item 28 is total of items 20-27 inclusive.

i/ Item 36 is total of items 29-35 inclusive.

j/ Item 37 is total of items in Schedule D.

Items 19, 28, 36, and 37 each should agree with item 8 of page 1.



## SCHEDULE E - Urban-Rural Classification of Juniors Accepted

| ITEM | DATA TO BE OBTAINED FROM COMPLETED<br>CERTIFICATES OF SELECTION  | NUMBER OF<br>ACCEPTEES (6) | PERCENTAGE<br>OF ACCEPTEES (7) |
|------|--|----------------------------|--------------------------------|
| (38) | How many Juniors accepted for enrollment live on farms owned by their families? ....   | 171                        | 9.9                            |
| (39) | How many Juniors accepted for enrollment live on farms which are not owned by their families? .....                                      | 168                        | 9.8                            |
| (40) | How many juniors accepted for enrollment live in rural areas (non-farm) or incorporated places having less than 2,500 inhabitants? ..... | 378                        | 22.0                           |
| (41) | How many Juniors accepted for enrollment live in incorporated places having 2,500 or more inhabitants? .....                             | 1002                       | 58.3                           |
| (42) | Total Juniors accepted .....   | 1719                       | 100.0                          |

## SCHEDULE F - Length of Unemployment of Juniors Accepted

| MONTHS UNEMPLOYED                        | NUMBER<br>(8) | MONTHS UNEMPLOYED                         | NUMBER<br>(8) |
|--|---------------|---|---------------|
| (43) Unemployed less than 4 months ..... | 286           | (47) Unemployed 16 to 19 months .....     | 42            |
| (44) Unemployed 4 to 7 months.           | 162           | (48) Unemployed more than 20 months ..... | 80            |
| (45) Unemployed 8 to 11 months           | 93            | (49) Never employed .....                 | 988           |
| (46) Unemployed 12 to 15 months          | 57            | (50) Not specified .....                  | 11            |
| xxx                                      | xxx           | (51) Total Juniors Accepted               | 1719          |

## SCHEDULE G - Information on Unemployment Compensation Status of Juniors Accepted

| ITEM | DATA TO BE OBTAINED FROM COMPLETED<br>CERTIFICATES OF SELECTION   | NUMBER OF<br>ACCEPTEES (9) | PERCENTAGE<br>OF ACCEPTEES (10) |
|------|---|----------------------------|---------------------------------|
| (52) | Eligible for but not receiving Unemployment Compensation benefits (including those with claims pending) ..... | 0                          | 0                               |
| (53) | Receiving Unemployment Compensation Benefits .....  | 0                          | 0                               |
| (54) | Not eligible to receive Unemployment Compensation Benefits .....  | 1719                       | 100.0                           |
| (55) | Total Juniors accepted .....  | 1719                       | 100.0                           |



## SCHEDULE H - Juniors registered with Public Employment Offices

| DATA TO BE OBTAINED FROM COMPLETED<br>CERTIFICATES OF SELECTION   | NUMBER OF<br>ACCEPTEES<br>(11) | PERCENTAGE<br>OF ACCEPTEES<br>(12) |
|---|--------------------------------|------------------------------------|
| (56) How many Juniors who were accepted were registered at public employment offices in your state? ..... | 672                            | 39.1                               |

## SCHEDULE I - Number in Household of Juniors Accepted

| NUMBER IN<br>HOUSEHOLD <u>k/</u> | NOT<br>SPECIFIED | 0 <u>1/</u> | 1  | 2   | 3   | 4   | 5   | 6   | 7   | 8 &<br>Over | TOTAL<br>(57) |
|----------------------------------|------------------|-------------|----|-----|-----|-----|-----|-----|-----|-------------|---------------|
| NUMBER OF<br>ACCEPTEES           | 3                | 45          | 87 | 237 | 333 | 288 | 253 | 190 | 123 | 160         | 1719          |

## SCHEDULE J - Allotments and Deposits of Juniors Accepted

| DATA TO BE OBTAINED FROM COMPLETED<br>CERTIFICATES OF SELECTION<br>ITEM  | NUMBER OF<br>ACCEPTEES<br>(13) | PERCENTAGE<br>OF ACCEPTEES<br>(14) |
|--|--------------------------------|------------------------------------|
| (58) How many Juniors made their allotments to their mothers or fathers? .....   | 1488                           | 86.6                               |
| (59) How many Juniors made their allotments to brothers, sisters, or other blood relatives? .....  | 144                            | 8.4                                |
| (60) How many Juniors made their allotments to dependents of obligation? .....   | 25                             | 1.4                                |
| (61) How many Juniors without qualified dependents were authorized to make deposits in lieu of allotments? (Item 61 should agree with Item 67) ..... | 62                             | 3.6                                |
| (62) Total Juniors accepted .....  | 1719                           | 100.0                              |

## FOOTNOTES:

k/ Do not include acceptee. Refers only to number of persons residing in household in addition to acceptee at time of acceptance for enrollment. Data to be obtained from completed Certificates of Selections.

1/ Indicate how many Juniors accepted for enrollment were orphans, or single, unattached men who represented no household (or family) group.

Items 57 and 62 on this page should equal Item 8, page 1.

Items 42, 51, and 55 on the preceding page (page 3) should also equal Item 8, Page 1, as to the number of acceptees reported.



## SCHEDULE K - Financial Status of Juniors Accepted

| DATA TO BE OBTAINED FROM SUPPLEMENTARY APPLICATIONS<br>OR FORM LOCAL REPORTS<br>ITEM   | NUMBER OF<br>ACCEPTEES<br>(15) | PERCENTAGE<br>OF ACCEPTEES<br>(16) |
|--|--------------------------------|------------------------------------|
| (63) How many acceptees made allotments to WPA persons or families or to dependents receiving other types of <u>Federal work, relief, or other financial aid?</u> (Specify programs)   |                                |                                    |
| Works Progress Administration  | 425                            | 24.7                               |
| Civilian Conservation Corps  | 31                             | 1.8                                |
| National Youth Administration  | 28                             | 1.6                                |
| Unemployment Compensation  | 5                              | .3                                 |
| Farm Security Administration   | 1                              | .1                                 |
| Federal Surplus Commodities  | 1                              | .1                                 |
| Total number and percent for (63) .....  | 491                            | 28.6                               |
| (64) How many acceptees made allotments to persons or families receiving <u>State or local</u> emergency relief, or <u>State or local</u> public welfare assistance of other types? (Please list the various types, such as township, municipal, or country relief, old-age pensions, mothers' aid, etc., with corresponding numbers and percentagos:) |                                |                                    |
| Township Relief  | 110                            | 6.4                                |
| Aid Dependent Children   | 85                             | 5.0                                |
| Old Age Assistance   | 28                             | 1.6                                |
| Pensions   | 17                             | 1.0                                |
| Total number and percent for (64) .....  | 240                            | 14.0                               |
| (65) How many acceptees made their allotments to persons or families certified as "eligible for relief" though not necessarily receiving such relief? .....  | 287                            | 16.6                               |
| (66) How many acceptees, "unemployed and in need of employment", made allotments to qualified dependents below a normal standard of living, who were nevertheless not eligible for any type of public aid? .....   | 639                            | 37.2                               |
| (67) How many acceptees without qualified dependents made deposits in lieu of allotments? (Should agree with Item 61, page 4)  |                                |                                    |
| (a) Acceptees personally receiving relief, work relief, or other public assistance .....   | 11                             | .6                                 |
| (b) Acceptees personally "eligible for relief" .....   | 20                             | 1.2                                |
| (c) Acceptees "unemployed and in need of employment"   | 31                             | 1.8                                |
| Total number and percent for Item 67 (a plus b plus c)   | 62                             | 3.6                                |
| (68) Total Juniors Accepted (This figure should agree with item 8, page 1.)  | 1719                           | 100.0                              |



## SCHEDULE L - Acceptance Operations

Please list below the points (cities, towns, or CCC camps) where certified applicants were accepted by Army officials for enrollment, together with the dates on which applicants were accepted at those points and the number of men accepted at each point (i.e. a schedule of acceptances). The total of column 19 ("Number of CCC Selectees Accepted") should agree with item 8, page 1. If applicants are accepted at one point on two or more different dates, please list as separate items. (Use additional page, if necessary).

| DATES<br>(17) | ACCEPTANCE POINTS<br>(18)           | NUMBER OF CCC<br>SELECTEES ACCEPTED<br>(19) |
|---------------|-------------------------------------|---|
| July 3, 1939  | National Guard Armory, South Bend   | 56  |
| "             | National Guard Armory, Gary         | 121   |
| "             | CCC Company 2583, Tell City         | 53  |
| "             | National Guard Armory, Indianapolis | 117   |
| "             | National Guard Armory, Evansville   | 125   |
| "             | National Guard Armory, Muncie       | 47  |
| "             | CCC Company 1599, Henryville        | 25  |
| "             | CCC Company 1590, Fort Wayne        | 57  |
| July 13, 1939 | CCC Company 1536, Mitchell          | 102   |
| "             | CCC Company 2580, Marshall          | 95  |
| "             | National Guard Armory, Terre Haute  | 153   |
| "             | CCC Company 1596, Brookville        | 45  |
| "             | CCC Company 589, Lagro              | 23  |
| "             | CCC Company 1582, Monon             | 25  |
| "             | CCC Company 1589, Lebanon           | 20  |
| "             | CCC Company 556, Angola             | 10  |
| "             | National Guard Armory, South Bend   | 61  |
| "             | CCC Company 1587, Lafayette         | 20  |
| "             | CCC Company 1585, Frankton          | 124   |
| "             | National Guard Armory, Indianapolis | 45  |
| "             | CCC Company 522, Jasonville         | 89  |
| "             | CCC Company 559, Washington         | 35  |
| "             | CCC Company 1599, Henryville        | 30  |
| "             | CCC Company 3564, Versailles        | 20  |
| "             | CCC Company 1598, Wadesville        | 9   |
| "             | National Guard Armory, Gary         | 20  |
| "             | CCC Company 1590, Fort Wayne        | 2   |
| "             | CCC Company 1592, Bluffton          | 25  |
| July 20, 1939 | CCC Company 1587, Lafayette         | 5   |
| "             | National Guard Armory, Indianapolis | 22  |
| "             | CCC Company 1599, Henryville        | 13  |
| "             | CCC Company 1589, Lebanon           | 7   |
| "             | National Guard Armory, Gary         | 52  |
| "             | CCC Company 1536, Mitchell          | 15  |
| "             | CCC Company 589, Lagro              | 23  |
| "             | CCC Company 1585, Frankton          | 7   |
| "             | CCC Company 1592, Bluffton          | 4   |
| "             | CCC Company 1590, Fort Wayne        | 5   |
| "             | CCC Company 1596, Brookville        | 12  |
|               |                                     | <u>1,719</u>                                |

P-3782-9-2-39

*Helen D. Powell* Supervisor of Selection  
Signature and Title of Staff Member Preparing Report

INDIANA  
Name of State



DEPARTMENT OF PUBLIC WELFARE  
STATE OF INDIANA  
141 South Meridian Street  
Indianapolis, Indiana

SECTION I - PUBLIC ASSISTANCE

September 14, 1939

CCC Selection DPW Bulletin No. 8

TO: County Departments of Public Welfare

SUBJECT: Standards of Eligibility and Selection for Junior  
Enrollees of the Civilian Conservation Corps

1. Standards of Eligibility and Selection for Junior Enrollees

Enclosed herewith are copies of the booklet, "Standards of Eligibility and Selection for Junior Enrollees", published by the Office of the Director, Washington, D. C., and dated June 15, 1939.

This booklet contains a facsimile copy of the Certificate of Selection, Form CCC-S210, together with instructions governing the use of the form; the recent interpretation of the maximum age requirements for junior enrollees; the regulation according preference to mature applicants in the 18-23 year group, and all other eligibility and selection standards which have been issued by the Director of CCC prior to the date of publication.

2. Contents

This booklet contains basic regulations of National Policies and Procedure; however, it does not supersede your CCC Manual of Procedure.

3. Distribution

One copy of this booklet should be given to each person in your office who has responsibility for interviewing CCC applicants, verifying eligibility or making final CCC selections and certifications.

In the event you have not received a sufficient number of copies, please requisition the number of additional copies you desire.

*T. A. Gottschalk*  
T. A. Gottschalk  
Administrator

Virgil Sheppard  
Director, CCC Selection  
P-3795-9-15-39



DEPARTMENT OF PUBLIC WELFARE  
STATE OF INDIANA  
141 South Meridian Street  
Indianapolis, Indiana

SECTION I - PUBLIC ASSISTANCE

September 15, 1939

CCC Selection DPW Bulletin No. 9

TO: County Departments of Public Welfare

SUBJECT: October CCC Enrollment

1. Requisitions for the October CCC Enrollment

Attached hereto is a statement showing the requisition for your county, the date, time and place of acceptance of selectees for the October CCC enrollment.

Sufficient alternates should be presented to allow for all rejections. Selectees who are sent forward as alternates should be so advised in order that they will understand if not given the opportunity to enroll. You should present not less than 15% of your total requisition as alternates to take care of those who are rejected for physical reasons and those who do not report at the acceptance station.

The majority of the selectees who are accepted on October 3rd., will be sent to the Ninth Corps Area, which includes the state of California, Idaho, Montana, Nevada, Oregon, Utah and Washington. The selectees accepted on October 12th will be located in Indiana camps.

If you are scheduled for an enrollment on October 3rd., you should not send forward any selectee who does not desire to be sent outside of the State, nor any selectee whose parents are not willing for him to accept an out-of-state assignment. You should not promise a selectee, definitely, that he will be sent out of the State as sufficient boys must be enrolled on October 3rd to fill a specified shipment to the Ninth Corps Area, and it is necessary to allow for physical rejections. Applicants should not be promised that they will be located in a specific camp in Indiana, as that is a function of the Army over which we as the Selecting Agency have no control. If boys are promised that they will be located in a specific camp and then are sent to another camp, they become dissatisfied and in most cases will desert.

2. Eligibility for Selection and Enrollment

As announced in CCC Selection DPW Bulletin No. 3, dated August 15, 1939, applicants will not be selected (or reselected) for CCC enrollment in October, or thereafter, who will be more than twenty-three and one-half years of age on the date that the oath of enrollment is to be administered.

First preference is to be given to mature and qualified applicants who have passed their eighteenth birth day. (See Chapter II, Page I, Section C, of CCC Manual of Procedure.) Applications may be received from the 17-year group, but explanation should be given to each such applicant that first selections are to be made from qualified older applicants, and that, if possible, the local requisition will be filled by the selection of applicants who have reached or passed their eighteenth birth day.



3. Revised Certificates of Selection, CCC-S210, to be Used

The revised Certificate of Selection, Form CCC-S210, is to be executed for each junior selectee who is sent forward for acceptance and enrollment during October. In no case will it be permissible to use the Certificate (Form 105) which was used for the July 1939 enrollment. The preliminary application, CCC Form 1 (Revised) as executed in triplicate will be used for each junior selectee who is sent forward for acceptance and enrollment during October. In no case is the old CCC Form 1 to be used.

4. Final Selections

Before making final selections, it is important that you familiarize yourself with rules and regulations governing the eligibility of CCC applicants. You should study your CCC Manual of Procedure; also, the booklet, "Standards of Eligibility and Selection for Junior Enrollees", issued by the Office of the Director, Washington, D. C., as of June 15, 1939, which has just been sent to you.

In selecting applicants you should make it perfectly clear to them that they are to remain in the Corps for a six months' period, unless a bona fide offer of private employment is secured, or they are urgently needed at home.

5. Orientation

Your attention is called to Chapter V of the CCC Manual of Procedure on "Orientation". If it is at all possible, you should arrange to have a meeting before the date of acceptance of prospective selectees and their parents to interpret the CCC program. The officials of your nearest CCC camp should be asked to attend to explain the different phases of their program and just what opportunities the Corps offers.

6. Roster of CCC Junior Selectees and Report of Acceptance Operations, CCC Form 4

Your attention is also called to Chapter IX, Page 10, of the CCC Manual of Procedure in regard to CCC Form 4. This form is to be filled out in quadruplicate, listing the priority in which the selectees are to be examined and enrolled. It is important that this form be filled out uniformly. It is requested that the Certificates of Selection be numbered in the upper right hand corner to agree with the number of the selectee as listed on Form 4. For instance, John Doe appears as number three on your priority list of principals; then, the Certificate of Selection for John Doe should be marked, "Principal No. 3". If John Doe is number two alternate on your priority list, his Certificate of Selection should be marked "Alternate No. 2", etc. If you desire, the words "Principal" and "Alternate" may be abbreviated. You should list all principals and then alternates. If you are to have a colored enrollment, the colored principals and alternates should be listed separately.

On the afternoon of the day before date of operation of acceptance stations, the acceptance officer or his representative, will call at your office to obtain all four copies of this form along with the Certificate of Selection, (white copy only) and one copy of the preliminary application, CCC Form 1. (Revised).



7. Certificates of Selection to be Mailed to State Office

You are to mail to the State Office the green copy of Certificate of Selection and the original copy of preliminary application, for all selectees accepted immediately after you have been notified by the Acceptance Officer which ones were accepted. The CCC Form 1 (Revised) is to be attached to the green copy of Certificate of Selection. One copy of CCC Form 4 will be returned to you by the Acceptance Officer within two or three days after the day of enrollment, which will show the disposition made of each selectee which appeared at the acceptance station.

8. Attached Form to be Returned to State Office

Attached to this bulletin you will find a mimeographed form which is to be filled out and returned to this office. In this way we will know if you received notice of your requisition and whether or not you feel that you will be able to furnish the required number of selectees.

*T. A. Gottschalk*

T. A. Gottschalk  
Administrator

Virgil Sheppard  
Director, CCC Selection

P-3794-9-15-39



Date \_\_\_\_\_

County \_\_\_\_\_

TO: State Supervisor of CCC Selection

FROM: \_\_\_\_\_  
Local Selecting Agent

I am in receipt of CCC Selection DPW Bulletin No. 9, dated September 15, 1939, notifying me that our requisition for the October CCC enrollment is \_\_\_\_\_ white and \_\_\_\_\_ colored selectees to be presented to the Acceptance Officer at \_\_\_\_\_  
On October \_\_\_\_\_ at 8:30 A.M.

I feel that we will be able \_\_\_\_\_, will not be able \_\_\_\_\_, to furnish sufficient selectees plus necessary alternates to fill this requisition on the requested date.

In addition to our assigned requisition, we will \_\_\_\_\_, will not \_\_\_\_\_, be able to furnish additional selectees for this enrollment if needed. We have the following number of additional applicants available within the 17 year group \_\_\_\_\_, and \_\_\_\_\_ within the 18 to 23 year group.

\_\_\_\_\_  
Signature of Person Preparing This Report



DEPARTMENT OF PUBLIC WELFARE  
STATE OF INDIANA  
141 South Meridian Street  
Indianapolis, Indiana

SECTION I - PUBLIC ASSISTANCE

October 30, 1939

CCC Selection DPW Bulletin No. 10

TO: County Departments of Public Welfare

SUBJECT: Forecasts of Available Applicants for January 1940 Enrollment

1. Forecast of Available Applicants for January 1940 Enrollment

In accordance with established procedure, the State Selecting Agency has been asked by the Office of the Director, Washington, D. C., to submit, prior to the January 1940 enrollment, two separate forecasts of available applicants.

2. CCC Form 5, "Forecast of Junior Applicants Available for CCC Enrollment"

Enclosed are four copies of CCC Form 5. This form is to be used in submitting your reports. The first report is to be made as of November 10 and sent to the State Department - to reach here not later than Tuesday, November 14, 1939. The second report is to be made as of December 9 and is to reach the State Department not later than December 12, 1939. It is not necessary for these reports to be made in duplicate. The extra copies of Form 5 are furnished so that a copy of the report submitted to the State Department may be retained in the files of the local selecting agencies.

3. Reporting Applications on File

The first four vertical columns of this form relate exclusively to the actual number of completed and pending CCC applications on file in your office. (For definitions of completed and pending applications, see Chapter I, Page 3, Section E of the CCC Manual of Procedure.)

4. Estimating Prospective Applicants

In preparing the estimates of the number of applicants who have not yet applied, who are expected to be eligible and available for selection in January, 1940, it is very essential that careful consideration be given to all factors affecting the number of applicants likely to



be available. This information is requested in the fifth and sixth vertical columns of Form 5. It is believed that the following items are generally applicable and should be considered and weighed in preparing the forecasts:

- a. The expansion or contraction of general employment in the county.
- b. The past and present size of relief rolls in the county, including all persons dependent upon WPA, Farm Security Administration, NYA, and other Federal work relief programs, and the number of persons dependent upon the local relief and public assistance programs.
- c. The probable availability of local funds for the provisions of necessary relief to needy families, i.e., lack of funds usually increases the number of relief eligibles desiring CCC enrollment.
- d. Probable seasonal variations in employment due to agricultural or industrial opportunities, possible seasonal lay-offs, and so on.
- e. The general attitude of young men in the county toward the Corps and toward the opportunities which it offers.

It is the belief of the State Department that the expansion of private employment, especially in industrial areas, is a most important factor to be considered in estimating the number of applicants to be available in January.

The estimate given by the County Departments in this report will be used in figuring the total requisition for the State during January, as well as the individual county requisitions. Therefore, an accurate and carefully submitted report is requested.

5. Submission of Report

The reports are to be mailed to the Statistical Section, Division of General Administration, State Department of Public Welfare, 141 South Meridian Street, on the dates as set out under Item 2.

*T. A. Gottschalk*

T. A. Gottschalk  
Administrator

Virgil Sheppard  
Director, CCC Selection

F-3862-10-30-39



Quarterly Enrollment Period  
FORECAST OF JUNIOR APPLICANTS AVAILABLE FOR CCC ENROLLMENT

TO: Supervisor, CCC Selection      Based Upon Reports as of \_\_\_\_\_      County \_\_\_\_\_

FROM: \_\_\_\_\_      Date \_\_\_\_\_

Local Selecting Agent

| CLASSES OF APPLICANTS   | Actual number of completed and pending applications now on file in local offices of eligible and qualified juniors who desire to be selected during the next quarterly CCC enrollment. |       |         |       | Estimated number of additional applicants, who have not yet applied, who will be eligible and available for CCC selection during the next quarterly CCC enrollment. |         |
|---|--|-------|---------|-------|---|---------|
|   | WHITE  |       | COLORED |       | WHITE   | COLORED |
|   | Age 17   | 18-23 | Age 17  | 18-23 |   |         |
| 1. How many eligible applicants with dependents who are now receiving relief, work relief, or other public assistance, will desire to be selected during the next quarterly CCC enrollment?   |  |       |         |       |   |         |
| 2. How many additional eligible applicants with dependents who are eligible to receive (but not actually receiving) relief, or other public assistance will desire to be selected during the next quarterly CCC enrollment?   |  |       |         |       |   |         |
| 3. How many additional eligible CCC applicants with dependents who are not receiving or eligible to receive relief, but whom a CCC allotment would help to maintain a normal standard of living, will be eligible and available for CCC selection during the next quarterly CCC enrollment? |  |       |         |       |   |         |
| 4. How many additional eligible CCC applicants without dependents, eligible to make deposits instead of allotments, will be eligible and available for selection during the next quarterly CCC enrollment?  |  |       |         |       |   |         |
| 5. Total eligible CCC junior applicants available for selection during the next quarterly CCC enrollment. Sum of Items 1 - 4 inclusive.   |  |       |         |       |   |         |



DEPARTMENT OF PUBLIC WELFARE  
STATE OF INDIANA  
141 South Meridian Street  
Indianapolis, Indiana

SECTION I - PUBLIC ASSISTANCE

January 29, 1940

CCC Selection DPW Bulletin No. 13

TO: County Departments of Public Welfare

SUBJECT: Forecasts of Available Applicants for April CCC Enrollment

1. Forecast of Available Applicants for April CCC Enrollment

In accordance with established procedure, the State Selecting Agency has been asked by the Office of the Director, Washington, D. C., to submit, prior to the April enrollment, two separate forecasts of available applicants.

2. CCC Form 5, "Forecast of Junior Applicants Available for CCC Enrollment"

Enclosed are four copies of CCC Form 5. This form is to be used in submitting the requested information. The first report is to be made as of February 10, and sent to the State Department - to reach here not later than February 14, 1940. The second report is to be made as of March 9, and is to reach the State Department not later than March 11, 1940. It is not necessary for these reports to be made in duplicate. The extra copies of Form 5 are furnished so that a copy of the report submitted to the State Department may be retained in the files of the local selecting agents.

3. Reporting Applications on File

The first four vertical columns of this form relate exclusively to the actual number of completed and pending CCC applications on file in the office of the local selecting agent.

4. Estimating Prospective Applicants

In preparing estimates of prospective applicants, refer to CCC Selection DPW Bulletin No. 10, dated October 30, 1939, setting forth the factors that will likely affect the number of available applicants.

5. Accuracy and Careful Consideration

It is important that careful consideration be given this report and that it be filled out accurately. Our State requisition is based on



the reports submitted by the local selecting agents; as well as county requisitions are partially determined from these reports.

6. Submission of Report

The reports are to be mailed to the Statistical Section, Division of General Administration, State Department of Public Welfare, 141 South Meridian Street, on the dates as set out under Item 2.

*T. A. Gottschalk*

T. A. Gottschalk  
Administrator

Virgil Sheppard  
Director, CCC Selection  
P-3966-1-29-40



DEPARTMENT OF PUBLIC WELFARE  
STATE OF INDIANA  
141 South Meridian Street  
Indianapolis, Indiana

SECTION I - PUBLIC ASSISTANCE

March 12, 1940

CCC Selection DFW Bulletin No. 14

TO: County Departments of Public Welfare

SUBJECT: April 1940 CCC Enrollment

1. April 1940 CCC Enrollment

Plans for the April 1940 CCC enrollment are now under way and definite instructions have been received from the Office of the Director, Washington, D. C., that the enrollment will be held between April 1st to 20th. The State Department of Public Welfare will not receive clearance of the State requisition until March 15th; therefore, definite requisitions cannot be assigned to counties until that time. Local selecting agents should be making plans for this enrollment and completing all applications on file.

2. Enrollment Dates

Tentative plans have been made with Headquarters Indiana District to hold enrollments on April 3rd and April 11th. All selectees enrolled on April 3rd will be shipped to Fort Benjamin Harrison, and from this group sufficient enrollees will be chosen for assignment to the Ninth Corps Area. However, all of the enrollees shipped to Fort Benjamin Harrison will not have an opportunity to be assigned to the Ninth Corps Area; therefore, local selecting agents must be careful not to promise any selectee that he will be assigned to a camp in the Western States. CCC applicants must be willing to accept employment in any camp in the continental United States, and if they are not, they should not be presented for enrollment during any enrollment period.

3. Reference to CCC Selection DFW Bulletin No. 11

It is desired that local selecting agents and staff members having the responsibility of selecting CCC applicants, re-read CCC Selection DFW Bulletin No. 11, dated December 6, 1939, Item 4, "Misinterpretation of CCC Regulations". It was noted during the January enrollment that fewer errors were made than during the October enrollment; however, some of the errors which did occur have caused much difficulty. The most prevalent error which occurred during the January enrollment was the failure to state the allottee's name and address on CCC Form S-210, "Certificate of Selection". The allottee's name, in each case, was stated on CCC Form 1 (Revised) but was not given on CCC Form S-210, and consequently these



enrollees were permitted to make deposits with the Finance Officer. The State Office, after reviewing all Certificates of Selection, requested the proper Army Officials to make the necessary corrections. It is very important that the Certificates of Selection are completely and accurately filled out, and typewritten.

Another error which occurred frequently was the allowing of applicants to make deposits with the Finance Officer in lieu of naming an allottee when they had dependents. The rules and regulations of the Civilian Conservation Corps states that only applicants who are orphans or non-family boys are allowed to make a deposit in lieu of naming an allottee. Boys from families above a normal or average standard of living are not to be selected and permitted to make deposits on the theory that they do not have dependents. Neither are applicants with dependents allowed to make a split allotment and deposit. Orphans or non-family boys who are authorized to make deposits, may make a split allotment and deposit providing the allotment is made for the support of other blood relatives, not actually dependent upon the orphan or non-family applicant. In such cases, the local selecting agents, must be sure that the allotment is to be used for actual assistance of the allottee and is not designed to permit the return of allotment money to the enrollee in camp.

*T. A. Gottschalk*  
T. A. Gottschalk  
Administrator

Virgil Sheppard  
State Director, CCC Selection

P-3997-3-12-40



DEPARTMENT OF PUBLIC WELFARE  
STATE OF INDIANA  
141 South Meridian Street  
Indianapolis, Indiana

SECTION I - PUBLIC ASSISTANCE

March 15, 1940

CCC Selection DPW Bulletin No. 15

TO: County Departments of Public Welfare

SUBJECT: County Requisitions for April Enrollment

1. Requisitions for the April CCC Enrollment

Attached is a statement showing the April CCC requisition for your county, and the date, time, and place of acceptance of selectees.

It will be noted that the enrollment date has been changed from the tentative date as stated in CCC Bulletin No. 13. Instructions from Headquarters Indiana District, indicate that Indiana will probably not send any enrollees to the Ninth Corps Area during this enrollment. Therefore, all enrollees will be located in Indiana camps. It is planned to have only one enrollment during the April enrollment period. If the State requisition is not filled by the first enrollment, a second enrollment will be held during the enrollment period in those counties having a surplus of applicants.

2. Sufficient Alternates

Local selecting agents should present sufficient alternates to allow for all rejections. Selectees who are sent forward as alternates should be so advised in order that they will understand if not given an opportunity to enroll. At least 12% of the total requisition should be presented as alternates to take care of those who are rejected for physical reasons and who do not report at the acceptance station.

3. Total Rejections during the January Enrollment

An analysis of all rejections was made after the January enrollment, and it was found that 23% of the selectees notified to report at the acceptance stations either failed to report, were physically rejected or eloped after acceptance and before being enrolled. The greatest number of physical rejections were for defective eyesight, ear infections, hernias, insufficient number or defective teeth, infected tonsils, heart disease, and skin diseases.

A total of 113 selectees failed to report at the acceptance stations during January. These selectees should not be presented for another enrollment unless they have a legitimate reason for not having reported.

The following number of selectees were rejected for reasons which probably could have been avoided by local selecting agents; 2 had been administratively discharged from a previous enrollment; 14 presented no discharge certificate  
P-4003-3-15-40



to the acceptance officer; 3 had not been out of the CCC for 6 months; 1 was over-age; 5 had had more than 18 months of previous service; and 1 was unworthy of re-enrollment. There were 21 who were rejected because of being underweight. If applicants appear to be underweight, local selecting agents should request them to present a statement from a physician stating their true weight. The presenting of applicants who are ineligible reduces the opportunities of enrollment for eligible boys.

It is urged that local selecting agents be extremely careful during the April enrollment to avoid presenting ineligible applicants for acceptance.

#### 4. Reduction in Basic Quota

The basic quota for the three months' period beginning April 1, 1940 is somewhat smaller than the quota for the January period because of a probable reduction in the appropriations for the CCC.

Since the State's basic quota has been somewhat reduced, the April requisition is also reduced, and the county requisitions are smaller than they were during the January enrollment.

#### 5. Proper Selections

The State Selecting Agency feels that the county selecting agents will be in a better position during this enrollment to select than they have been since becoming local selecting agents for the CCC. Rather than sending forward for acceptance every available applicant, local selecting agents are urged to select applicants who will profit most and contribute most to the CCC. After applicants are found to be eligible from the standpoint of basic eligibility requirements, the following points should be taken into consideration in making final selections: (1) Dependability - The quality of dependability is of primary importance since the lack of it may result in early separation from the Corps; (2) Maturity - Selected applicants should be mature enough to undertake the work of the camp and to make proper adjustment to camp life; (3) Mental alertness - Sufficient mental capacity to learn to do one of the various camp jobs well is an essential qualification. This does not mean brilliance, but does mean that amount of mental equipment which will assure interest and progress; (4) Interest in the Corps as a work and training opportunity - Applicants who are interested in the CCC for the job training and experience they can obtain make the best enrollees.

#### 6. Roster of CCC Junior Selectees and Report of Acceptance Operations, CCC Form 4

CCC Form 4 will be used in listing the priority in which the selectees are to be examined and enrolled. This form is to be filled out in quadruplicate, and all four copies given to the acceptance officer or his representative who will call at the office of local selecting agents to secure the other application forms. It is impossible for the acceptance officers to contact the office of all local selecting agents on the afternoon before the day of operation of acceptance stations; therefore, they have been instructed to notify each local selecting agent of the time they will call for the forms. Local selecting agents are asked to cooperate by having forms completed by the time the acceptance officer calls, so that it will not be necessary for him to make more than the one trip.



7. Forms to be Mailed to State Office

The acceptance officer will return one copy of CCC Form 4 to the local selecting agent immediately after the close of the acceptance station. Upon receipt of this form, the local selecting agent is to forward to the State Office, as soon as possible, the green copy and the original copy of Form 1, (Revised) for each boy accepted. These forms are not desired for the selectees who for any reason were not accepted. In other words, the number of forms sent to the State Office should correspond with column "J" of CCC Form 4.

8. Attached Form to be Returned to State Office

Attached to this bulletin will be found a mimeographed form, which is to be filled out and returned to the State Office. This information is desired so that adjustments may be made, if necessary, in county requisitions.

*T. A. Gottschalk*

T. A. Gottschalk  
Administrator

Virgil Sheppard  
Director, CCC Selection

P-4003-3-15-40



DEPARTMENT OF PUBLIC WELFARE  
STATE OF INDIANA  
141 South Meridian Street  
Indianapolis, Indiana

SECTION I - PUBLIC ASSISTANCE

June 18, 1940

CCC Selection DFW Bulletin No. 18

TO: County Departments of Public Welfare  
SUBJECT: County Requisitions for July Enrollment

1. Requisitions for the July CCC Enrollment

Attached is a statement showing the July CCC requisition for your county, and the date, time, and place of acceptance of selectees.

Sufficient alternates should be presented to allow for all rejections. Selectees who are sent forward as alternates should be so advised in order that they will understand if not given the opportunity to enroll. Local selecting agents should present not less than 15% of their total requisition as alternates to take care of those who are rejected for physical reasons and those who do not report at the acceptance station.

An enrollment will be held in every county of the State on July 8th., and it is hoped that Indiana's requisition can be filled at that time. However, if it is necessary to have a later enrollment, it will be held on the 18th., in those counties having additional applicants.

2. Enrollees to be located in Indiana Camps

During the July enrollment, all enrollees will be located in Indiana Camps. This is due to the fact that Indiana does not have a surplus of applicants, and unless more applications are secured, the State will not be able to fill its own camps. During the April enrollment, there were a number of enrollees deserted camp because they did not desire to be enrolled in Indiana camps, and were of the opinion that they were going to be sent to camps located in the Western States. It should be made perfectly clear to each and every applicant that he must be willing to accept an assignment in any camp in the continental United States and that no enrollee will be sent out of the State during this enrollment.

3. Final Selections

Before making final selections, it is important that you familiarize yourself with the rules and regulations governing the eligibility of CCC applicants. You should review the CCC Manual of Procedure; also, the booklet, "Standards of Eligibility and Selection for Junior Enrollees", issued by the Office of the Director, Washington, D. C., as of June 15, 1939.

In selecting applicants local selecting agents should make it perfectly clear that they are to remain in the Corps for a six months' period, unless a bonafide offer of private employment is secured, or they are urgently needed at home.



4. Change in Procedure of Acceptance and Enrollment

Heretofore the procedure of acceptance and enrollment of CCC selectees has been two separate operations. Selectees were accepted at the acceptance stations but were not actually enrolled until they arrived at the camp in which they were to be located. This procedure has now been changed, by the army officials, and selectees will be accepted and enrolled at the acceptance stations. Therefore, any boy who is accepted and signs his "Oath of Enrollment" and decides to leave before or while in transit to his camp of location will be classified as a "deserter" and given a dishonorable discharge. It would be well for local selecting agents to advise applicants of this procedure.

5. CCC Form 4, Roster of CCC Junior Selectees and Report of Acceptance Operations

Headquarters Indiana-Kentucky District, CCC, Fort Benjamin Harrison, Indiana, have asked that local selecting agents indicate on CCC Form 4 the selectees who have had previous service in the Corps. An asterisk should be placed beside any selectee's name who has had previous service.

On the day before the date of operation of acceptance stations, the acceptance officer or his representative, will call at your office to obtain the four copies of this form along with the Certificate of Selection, (white copy only) and one copy of the preliminary application, CCC Form 1 (Revised). In some cases it will be impossible for the acceptance officer to call at each office during the afternoon, if he has several counties reporting at his acceptance station. In cases of this kind local selecting agents will be notified by the officer when he will call, and it is hoped that an effort will be made to have the forms ready so that it will not be necessary for him to make a second trip.

6. Certificates of Selection to be Mailed to State Office

Local selecting agents are to mail to the State Office the green copy of Certificate of Selection and one copy of the preliminary application, for all boys enrolled in the CCC. Previously, it was requested that the State Office be furnished these forms for all boys accepted regardless of whether or not they were actually enrolled.

7. Attached Form to be Returned to State Office

Attached to this bulletin you will find a mimeographed form which is to be filled out and returned to this office immediately.

*T. A. Gottschalk*  
T. A. Gottschalk  
Administrator

Virgil Sheppard  
Director, CCC Selection

P-P-4108-6-17-40



STATEMENT OF COUNTY REQUISITION

June 18, 1940

COUNTY \_\_\_\_\_

Your county requisition for the July, 1940  
CCC Enrollment is \_\_\_\_\_ white and \_\_\_\_\_ colored selectees.  
You are asked to present this number, plus at least 15%  
additional selectees as alternates to the Acceptance Officer  
at \_\_\_\_\_  
on July 1940, at 8:30 A.M.

Virgil Sheppard  
State Director, CCC Selection

P-4108-6-17-40



Date \_\_\_\_\_

County \_\_\_\_\_

TO: State Supervisor of CCC Selection

FROM: \_\_\_\_\_  
(Local Selecting Agent)

I am in receipt of CCC Selection DPW Bulletin No. 18, dated June 18, 1940, notifying me that our requisition for the July CCC enrollment is \_\_\_\_\_ white and \_\_\_\_\_ colored selectees to be presented to the Acceptance Officer at \_\_\_\_\_ on July \_\_\_\_\_ at 8:30 A.M.

I feel that we \_\_\_\_\_ be able to furnish sufficient selectees, plus necessary alternates to fill this requisition on the requested date.  
(will or will not)

In addition to our assigned requisition, we \_\_\_\_\_ be able to furnish additional selectees for this enrollment if needed. We have the following number of additional applicants available within the 17 year group \_\_\_\_\_, and \_\_\_\_\_ within the 18 to 23½ year group.  
(will or will not)

P-4108-6-17-40

\_\_\_\_\_  
(Signature of Person Preparing Report)



DEPARTMENT OF PUBLIC WELFARE  
STATE OF INDIANA  
141 South Meridian Street  
Indianapolis, Indiana

June 19, 1940

CCC Selection DPW Bulletin No. 19

TO: County Departments of Public Welfare

SUBJECT: Change in CCC Regulations

1. Substance of the Change in Regulations

Effective immediately, no applicant for enrollment in the CCC will be excluded from selection because his family is not in need of the allotment which enrollees must make to their dependents. Enrollees whose families do not need the assistance provided by the allotment will be permitted to make deposits in lieu of allotment.

In the July and subsequent enrollments it is important that local selecting agencies give specific attention to the selection of young men on the basis of their ability to profit by and contribute to the work of the Corps.

2. Revisions of "Standards of Eligibility and Selection for Junior Enrollees"

Attached are revisions of the "Standards of Eligibility and Selection for Junior Enrollees of the Civilian Conservation Corps," relative to the important changes in eligibility requirements.

Attention is directed, particularly, to the changes of definition of these terms: (1) "unemployed and in need of employment," (2) "dependents," (3) "priorities in selection." Local selecting agents are to cut these changes and paste or staple them to cover the printed paragraphs in the "Standards of Eligibility and Selection for Junior Enrollees," which was issued by the Office of the Director, Washington, D. C., on June 15, 1939. Shortly, revisions will be forwarded to local selecting agents for the "Manual of Procedure".

3. Review of Pending or Rejected Applications in Light of Change

It is suggested that local selecting agents review their lists of applicants to pick out those young men who are now eligible because of these changes. It is also suggested that information regarding these changes be sent to other agencies, boys' clubs, and school officials.

The Civilian Conservation Corps has consistently moved in the direction of developing opportunities for useful training and experience for young men. The purpose of the Corps is to offer these opportunities to the whole group of unemployed young men who have energy and ambition and the other needed qualities. The CCC offers many opportunities, and the program should now appeal to all youth who are unemployed.

*T. A. Gottschalk*

T. A. Gottschalk  
Administrator

Virgil Shoppard  
Director, CCC Selection  
P-4115-6-19-40



CIVILIAN CONSERVATION CORPS  
STANDARDS OF ELIGIBILITY AND SELECTION  
for  
JUNIOR ENROLLEES

REVISION EFFECTIVE JUNE 17, 1940

"STANDARDS OF ELIGIBILITY AND SELECTION FOR JUNIOR ENROLLEES" issued on June 15, 1939 under authority of the Director of the Civilian Conservation Corps, is revised in the paragraphs indicated below to read as follows:

7. RULES INTERPRETING ELIGIBILITY REQUIREMENTS

\* \* \*

(See pages 6 and 7)

d. Unemployed and in need of employment.-- For the purpose of CCC selection the phrase "unemployed and in need of employment" shall be understood to cover unmarried junior applicants otherwise qualified by age, citizenship, fitness and character; not in attendance at school, nor on temporary vacation therefrom; not possessing other regular or full-time employment; and who need the employment, the job training, the educational and other opportunities available in the Civilian Conservation Corps.



7. RULES INTERPRETING ELIGIBILITY REQUIREMENTS

\* \* \*

f. Allotment and deposit requirements.--

\* \* \*

(See page 7)

(2) Definition of dependents.--For the purpose of CCC selection, dependents shall be defined as those members of an applicant's family who, under State law as currently applied in similar circumstances, have the legal status of dependents, and who, without the allotment, would be unable to maintain an adequate standard of living. Since the State selecting agencies are, uniformly, the State departments of public welfare, they are in position to determine whether the family of each applicant or enrollee possesses an adequate standard of living, using applicable State laws and State standards.

ELIMINATE f (2) (a) on page 7.

\* \* \*

(See page 8)

(6) Required deposits.--Except as provided in subparagraph (c) below, those applicants who do not have dependents shall be required in all cases to make deposits in lieu of allotments, of \$22 per month with the Chief of Finance, War Department. (For nonresident, transient applicants, without dependents, see par. 8d.)



## 9. APPLICATION OF PRIORITIES IN FINAL SELECTION

(See page 12)

a. Order of priorities.--Among applicants who fully meet the legal and administrative requirements for enrollment, and who are equally qualified as to fitness, character, need for employment, and adaptability to the Corps, the following priorities shall be observed in making final selection of principals and alternates from the group of eligible and suitable applicants to the extent of the assigned requisition, and with the understanding that applicants who are within the ages of 18 to 23 years will normally be sent forward for enrollment before applicants who are 17 years of age:

(1) Applicants whose dependents are actually receiving, or are certified as eligible to receive, any type of relief (including work relief) or other public aid, shall be given priority over applicants of equal personal qualifications (a) whose dependents are not so situated or (b) who are without dependents.

(2) Except as provided above, applicants are required by law to make allotments, and applicants without dependents as herein defined but who desire to make voluntary allotments for the support of needy, nondependent relatives (see par. 7f(6) (c)), shall be given preference over applicants without dependents who desire to make deposits.

(3) Between two equally qualified applicants, one of whom has previously been an enrolled member of the Civilian Conservation Corps, preference will be accorded the applicant who has not previously had the opportunity of enrollment in the Corps.

The above stated revisions are to be effective on June 17, 1940, by order of:

J. J. McEntee, Director  
Civilian Conservation Corps



DEPARTMENT OF PUBLIC WELFARE  
STATE OF INDIANA  
141 South Meridian Street  
Indianapolis, Indiana

SECTION I - PUBLIC ASSISTANCE

July 26, 1940

CCC Selection DPW Bulletin No. 20

TO: County Departments of Public Welfare

SUBJECT: Forecast of Available Applicants for October CCC Enrollment

1. Forecast of Available Applicants for October CCC Enrollment

Enclosed herewith are six copies of CCC Form 5, which are to be used in submitting forecasts of available applicants for the October 1940 CCC enrollment.

During the July enrollment, the Director asked that three separate forecasts be submitted for planning purposes. He has also asked that the same number of forecasts be submitted for the October enrollment. These reports are to be submitted as of August 10, September 10, and September 30. The first forecast to be made as of August 10, should reach this office not later than August 15; the second, not later than September 15; and the third on October 4. It is not necessary for these reports to be made in duplicate. The extra copies of Form 5 are furnished so that a copy of all three reports submitted to the State Department may be retained in the files of the local selecting agents.

2. Accuracy and Careful Consideration

It is most important that local selecting agents give serious thought in submitting these reports. As stated above they are used by the Director in planning the program for the next three months; they are also used in determining our State requisition, and used by this office in determining county requisitions.

3. Submission of Reports

Will you please see that these reports are mailed to the Statistical Section, Division of General Administration, State Department of Public Welfare, 141 South Meridian Street, Indianapolis, Indiana, on the dates as set out under Item 1?

*T. A. Gottschalk*

T. A. Gottschalk,  
Administrator

Virgil Sheppard  
Director, CCC Selection  
P-4157-7-26-40



Quarterly Enrollment Period  
FORECAST OF JUNIOR APPLICANTS AVAILABLE FOR CCC ENROLLMENT

To: Supervisor, CCC Selection      Based Upon Reports as of \_\_\_\_\_ County \_\_\_\_\_

From: \_\_\_\_\_ Local Selecting Agent      Date \_\_\_\_\_

| CLASSES OF APPLICANTS   | Actual number of completed and pending applications now on file in local offices of eligible and qualified juniors who desire to be selected during the next quarterly CCC Enrollment. |       |         |       | Estimated number of additional applicants, who have not yet applied, who will be eligible and available for CCC selection during the next quarterly CCC enrollment. |         |
|---|--|-------|---------|-------|---|---------|
|   | WHITE  |       | COLORED |       | WHITE   | COLORED |
| 1. How many eligible applicants with dependents who are now receiving relief, work relief, or other public assistance, will desire to be selected during the next quarterly CCC enrollment?   | Age 17   | 18-23 | Age 17  | 18-23 |   |         |
| 2. How many additional eligible applicants with dependents who are eligible to receive (but not actually receiving) relief, or other public assistance will desire to be selected during the next quarterly CCC enrollment?   |  |       |         |       |   |         |
| 3. How many additional eligible CCC applicants with dependents who are not receiving or eligible to receive relief, but whom a CCC allotment would help to maintain a normal standard of living, will be eligible and available for CCC selection during the next quarterly CCC enrollment? |  |       |         |       |   |         |
| 4. How many additional eligible CCC applicants without dependents, eligible to make deposits instead of allotments, will be eligible and available for selection during the next quarterly CCC enrollment?  |  |       |         |       |   |         |
| 5. Total eligible CCC junior applicants available for selection during the next quarterly CCC enrollment.   |  |       |         |       |   |         |



DEPARTMENT OF PUBLIC WELFARE  
STATE OF INDIANA  
141 South Meridian Street  
Indianapolis, Indiana

July 31, 1940

CCC Selection DPW Bulletin No. 21

TO: County Departments of Public Welfare

SUBJECT: New Procedure to be used when an Enrollee Absents himself  
without Leave from the CCC.

1. Procedure as set out in CCC Manual

Chapter VII, Page 3, Section D, Item 2, of the CCC Manual of Procedure states that when an enrollee leaves camp, the company commander will write a letter to the enrollee, who absents himself without leave, and to his parents or allottee, sending a copy of such letter to the local selecting agent, who is asked to investigate each case in an attempt to persuade the enrollee to return to camp and finish his term of enrollment, so he will not receive a dishonorable discharge. The request is to be answered promptly by the local selecting agent, directly to the company commander, with a copy to the State Selecting Agency.

The distribution of 5th C. A. Form 51 (Form Letter used by company commanders in notifying the enrollee and his parents or allottee that he is absent without leave) was later changed and two copies were forwarded to the State Selecting Agency who then forwarded one copy to the local selecting agent.

2. New Procedure

Regulations now state when an enrollee absents himself without leave, the company commander will write a letter to the enrollee's parents or next of kin (or to the allottee) and to the enrollee, sending a copy of each letter to the State Selecting Agency, stating the nature of the offense and the punishment therefor, and will give the procedure to be adopted if the enrollee desires protection against being discharged for desertion. Copies of these letters will also be sent to the local selecting agent named on the enrollee's certificate of selection.



In the event an enrollee who is AWOL returns to camp prior to the end of the fifteenth day of such absence the company commander will immediately notify the State Selecting Agency of his return, transmitting a copy thereof to the local selecting agency concerned. A copy will also be mailed to the enrollee's parents or next of kin (or to the allottee) as the case may be.

3. Investigations to be made by Local Selecting Agents

Local selecting agents are asked to make an immediate investigation on all AWOL cases in an attempt to persuade the enrollee to return to camp. The disadvantages of receiving a dishonorable discharge should be pointed out. A report is to be forwarded directly to the respective company commander with a copy to this office. All mail addressed to the company commanders should not be addressed to an individual but merely to "Company Commander", stating company number and address.

When local selecting agents are advised that an enrollee has returned to camp (5th C. A. Form 51-A), no further action is necessary and the incident may be considered as closed.

*T. A. Gottschalk*

T. A. Gottschalk  
Administrator

Virgil Sheppard  
Director, CCC Selection

P-4164-7-31-40



DEPARTMENT OF PUBLIC WELFARE  
STATE OF INDIANA  
141 South Meridian Street  
Indianapolis, Indiana

SECTION I - PUBLIC ASSISTANCE

September 19, 1940

CCC Selection DPW Bulletin No. 22

TO: County Departments of Public Welfare  
SUBJECT: County Requisitions for the October Enrollment

1. Requisitions for the October CCC Enrollment

Attached is a statement showing the October CCC requisition for your county, and the date, time, and place of acceptance of selectees.

Sufficient alternates should be presented to allow for all rejections. Selectees who are sent forward as alternates should be so advised in order that they will understand if not given the opportunity to enroll. Local selecting agents should present not less than 15% of their total requisition as alternates to take care of those who are rejected for physical reasons and those who do not report at the acceptance station.

October 10th., has been scheduled as the enrollment date in Indiana. It is hoped that the state requisition can be filled on that date and it will not be necessary to have a second enrollment.

2. Enrollees to be Located in Indiana Camps

All boys enrolled from Indiana during the October enrollment will be located in Indiana camps. It has come to the attention of the State Office that in a few instances local selecting agents are advising applicants that they will, in all probability, be located in a specific Indiana camp. Local selecting agents must refrain from making any statements or promises to selectees of this nature. Every boy selected for enrollment must agree to accept assignment in any camp in the continental United States.

3. Final Selections

Before making final selections, local selecting agents should familiarize themselves with the rules and regulations governing the eligibility of CCC applicants. CCC Selection DPW Bulletin No. 19, should also be re-read in regard to the new change in regulations pertaining to boys who are now eligible to make deposits in lieu of allotments.



During the July enrollment several boys were reselected for enrollment who were ineligible because of having received an administrative or dishonorable discharge from a previous service. If local selecting agents' records are not complete and there is any question as to an applicant's eligibility the State Selecting Agency should be contacted for the necessary information.

4. Publicity

Newspaper releases are being sent out from the State Office to all local selecting agents; however, if any local selecting agent feels that there is need of more publicity, he should feel free to write additional articles. It is also suggested that local selecting agents contact public and private agencies, boys' clubs, etc., to inform the local community that the CCC program is now open to boys who are unemployed and in need of employment, and offers many opportunities to the boy who is financially unable to continue in school and cannot obtain employment.

5. CCC Form 4, Roster of CCC Junior Selectees and Report of Acceptance Station

CCC Form 4 will be used as in previous enrollments. This form is to be made in quadruplicate and all copies given to the acceptance officer or his representative, along with the white copy of CCC S-210, Certificate of Selection, and one copy of the preliminary application, CCC Form 1 (Revised), for each selectee notified to report for acceptance. The acceptance officer or his representative will call at the office of the local selecting agent on the day before the date of operation of acceptance station, or notify the local selecting agent when he will call.

6. Certificates of Selection to be Mailed to State Office

Local selecting agents are to mail to the State Office the green copy of Certificate of Selection and one copy of the preliminary application, for all boys enrolled in the CCC, immediately after receipt of their copy of CCC Form 4, advising which selectees were enrolled.

7. Attached Form to be Returned to State Office

Attached is a mimeographed form which is to be filled out by each local selecting agent and returned to this office as soon as possible.

*T. A. Gottschalk*

T. A. Gottschalk  
Administrator

Virgil Sheppard  
Director, CCC Selection



DEPARTMENT OF PUBLIC WELFARE  
STATE OF INDIANA  
141 South Meridian Street  
Indianapolis, Indiana

SECTION I - PUBLIC ASSISTANCE

October 10, 1940

CCC Selection DPW Bulletin No. 23

TO: County Departments of Public Welfare

SUBJECT: Change in Disciplinary CCC Discharges

1. New Regulations

The Director of the Civilian Conservation Corps has approved new regulations governing disciplinary CCC discharges. Under the new regulations, the three classes of separation from the CCC will be: (a) honorable discharge, (b) dismissal, and (c) dishonorable discharge.

2. Dishonorable Discharges

There will be no change in the award of honorable discharge, but the administrative discharge has been eliminated. In the future, dishonorable discharges will be awarded only in cases involving a felony or moral turpitude. A "dismissal certificate", will be awarded in all other instances where service is not terminated by an honorable discharge.

3. Dismissals

Enrollees receiving dismissal certificates from the CCC will not be eligible for reselection and enrollment. Only former enrollees with honorable discharges will be eligible for reenrollment, providing that their discharges do not carry the notation: "Not qualified for reenrollment".

4. CCC Manual Reference

Local selecting agents will be governed, as heretofore, by eligibility requirements for reselection as given under Item H, Page 4, Chapter II of the CCC Manual of Procedure, with the exception of the above noted classes of separation from the CCC.

*T. A. Gottschalk*  
T. A. Gottschalk  
Administrator

Virgil Sheppard  
Director, CCC Selection  
P-4221-10-11-40



DEPARTMENT OF PUBLIC WELFARE  
STATE OF INDIANA  
141 South Meridian Street  
Indianapolis, Indiana

SECTION I - PUBLIC ASSISTANCE

October 25, 1940

CCC Selection DPW Bulletin No. 24

TO: County Departments of Public Welfare

SUBJECT: Forecast of Available Applicants for January 1941 CCC Enrollment

1. Forecast of Available Applicants for January 1941 CCC Enrollment

Enclosed herewith are six copies of CCC Form 5, which are to be used in submitting forecasts of available applicants for the January 1941 CCC enrollment.

During the October enrollment, the Director asked that three separate forecasts be submitted for planning purposes. He has also asked that the same number of forecasts be submitted for the January enrollment. These reports are to be submitted as of November 9, December 10, and December 31. The first forecast to be made as of November 9, should reach this office not later than November 13; the second, not later than December 13; and the third on January 4. It is not necessary for these reports to be made in duplicate. The extra copies of Form 5 are furnished so that a copy of all three reports submitted to the State Department may be retained in the files of the local selecting agents.

2. Accuracy and Careful Consideration

It is most important that local selecting agents give serious thought in submitting these reports. As stated above they are used by the Director in planning the program for the next three months; they are also used in determining our State requisition, and used by this office in determining county requisitions.

3. Submission of Reports

Will you please see that these reports are mailed to the Statistical Section, Division of General Administration, State Department of Public Welfare, 141 South Meridian Street, Indianapolis, Indiana, on the dates as set out under Item 1?

*T. A. Gottschalk*

T. A. Gottschalk,  
Administrator

Virgil Sheppard  
Director, CCC Selection



Quarterly Enrollment Period  
FORECAST OF JUNIOR APPLICANTS AVAILABLE FOR CCC ENROLLMENT

Based Upon Reports as of \_\_\_\_\_

To: Supervisor, CCC Selection

County \_\_\_\_\_

From: \_\_\_\_\_  
Local Selecting Agent

Date \_\_\_\_\_

| CLASSES OF APPLICANTS   | Actual number of completed and pending applications now on file in local offices of eligible and qualified juniors who desire to be selected during the next quarterly CCC Enrollment. |                |                   | Estimated number of additional applicants, who have not yet applied, who will be eligible and available for CCC selection during the next quarterly CCC enrollment. |                 |                   |
|---|--|----------------|-------------------|---|-----------------|-------------------|
|   | WHITE<br>Age 17  | WHITE<br>18-23 | COLORED<br>Age 17 | COLORED<br>18-23  | WHITE<br>Age 17 | COLORED<br>Age 17 |
| 1. How many eligible applicants with dependents who are now receiving relief, work relief, or other public assistance, will desire to be selected during the next quarterly CCC enrollment?   |  |                |                   |   |                 |                   |
| 2. How many additional eligible applicants with dependents who are eligible to receive (but not actually receiving) relief, or other public assistance will desire to be selected during the next quarterly CCC enrollment?   |  |                |                   |   |                 |                   |
| 3. How many additional eligible CCC applicants with dependents who are not receiving or eligible to receive relief, but whom a CCC allotment would help to maintain a normal standard of living, will be eligible and available for CCC selection during the next quarterly CCC enrollment? |  |                |                   |   |                 |                   |
| 4. How many additional eligible CCC applicants without dependents, eligible to make deposits instead of allotments, will be eligible and available for selection during the next quarterly CCC enrollment?  |  |                |                   |   |                 |                   |
| 5. Total eligible CCC junior applicants available for selection during the next quarterly CCC enrollment.   |  |                |                   |   |                 |                   |



DEPARTMENT OF PUBLIC WELFARE  
STATE OF INDIANA  
141 South Meridian Street  
Indianapolis, Indiana

SECTION I - PUBLIC ASSISTANCE

October 31, 1940

CCC SELECTION DPW BULLETIN NO. 25

TO: County Departments of Public Welfare

SUBJECT: Change in CCC Regulations

1. Substance of the Change in Regulations

The Director of the Civilian Conservation Corps has directed that beginning January 1, 1941, the monthly pay of all Junior enrollees who have dependents shall be made as follows:

| <u>MONTHLY DISTRI-<br/>BUTION OF PAY</u> | <u>REGULAR JR. ENROLLEE<br/>\$30 PER MONTH</u> | <u>ASS'T LEADER<br/>\$36 PER MONTH</u> | <u>LEADER<br/>\$45 PER MONTH</u> |
|--|--|--|----------------------------------|
| A. To enrollees in cash                  | \$ 8   | \$14                                   | \$23                             |
| B. To allottees                          | 15   | 15                                     | 15                               |
| C. To deposit account                    | 7  | 7                                      | 7                                |

2. Date Regulation Becomes Effective

The new regulations will apply to all Juniors who are in the Corps on and after January 1, 1941, and to all applicants selected for enrollment in January, 1941, and thereafter.

3. Proper Entries on CCC Form S210, Certificate of Selection

Care must be taken to make proper entries in Section 6 of the Certificate of Selection prepared for the January and later enrollments. The amount of allotment (\$15) will be entered in the usual place in Section 6 and the amount of deposit (\$7), made by selectees with dependents, will be entered in the last line of Section 6, which reads: "In addition to allotment, applicant desires deposit in the amount of \$..... per month".

The new regulations do not in any way alter prior instructions relating to entries to be made in Section 7; selectees without dependents are required to make uniform \$22 deposits, unless voluntary allotment is made under provisions of para. 7 f. (6) c, "Eligibility and Selection Standards, CCC".

4. Revisions of "Standards of Eligibility and Selection for Junior Enrollees"

Attached are revisions of the "Standards of Eligibility and Selection for  
P-4242-10-31-40



Junior Enrollees of the Civilian Conservation Corps," relative to the above change in regulations.

Local selecting agents are to cut these changes and paste or staple them to cover the printed paragraphs in the "Standards of Eligibility and Selection for Junior Enrollees," which was issued by the Office of the Director, Washington, D. C., on June 15, 1939. Shortly, revisions will be forwarded to local selecting agents for the "Manual of Procedure".

Local selecting agent having any questions regarding the above change in regulation, which will become effective January 1, 1941, should communicate with this office immediately.

*T. A. Gottschalk*

T. A. Gottschalk  
Administrator

Virgil Sheppard  
Director, CCC Selection

P-4242-10-31-40



CIVILIAN CONSERVATION CORPS  
STANDARDS OF ELIGIBILITY AND SELECTION  
for  
JUNIOR ENROLLEES

REVISION EFFECTIVE JANUARY 1, 1941

"STANDARDS OF ELIGIBILITY AND SELECTION FOR JUNIOR ENROLLEES" issued on June 15, 1939 under authority of the Director of the Civilian Conservation Corps, is revised in the paragraphs indicated below to read as follows:

4. MINIMUM ELIGIBILITY REQUIREMENTS

In order to be eligible for selection (or reselection) for enrollment as a junior in the Civilian Conservation Corps, the applicant must be —

\* \* \*

(See page 4)

f. Willing to allot \$15 each month from his cash allowance to his dependents, or, if he has no dependents, to deposit \$22 each month with the Chief of Finance, War Department. (See par. 7 f for detailed allotment and deposit requirements, and par. 8 for requirements governing allottees.)



7. RULES INTERPRETING ELIGIBILITY REQUIREMENTS

\* \* \*

(see page 7)

f. Allotment and deposit requirements.—The following interpretation of allotment and deposit requirements will govern selecting agencies and are to be applied uniformly.

(1) Required allotments.—Applicants with dependents are required by law to agree to make monthly allotment of a portion of their cash allowance to such dependents. By decision of the Director, CCC, on and after January 1, 1941, the amount of this required allotment will be in all cases \$15. Selection is made contingent upon such an allotment.



## 7. RULES INTERPRETING ELIGIBILITY REQUIREMENTS

\* \* \*

(See page 8)

(4) Allotments to two dependents.— At the time of enrollment, a selecting agency may permit a selected man to divide his allotment between two equally qualified dependents, provided that the total of allotments so made is \$15. Space for this purpose is provided in section 6 of the Certificate of Selection.

(5) Allotment reduction subsequent to enrollment.—In cases when an unanticipated change in the relationship or circumstances of an enrollee's dependents is brought to the attention of the State Selecting Agency subsequent to enrollment, and where a review of all facts by the State Agency indicates that an allotment of less than \$15, with a deposit of the remainder, would be desirable and equitable to all parties concerned, a complete report of the matter shall be referred for decision to the Office of the Director (Division of Selection) by the State Selecting Agency. However, the need for the allotment, the relationship of allottee to enrollee, and the probable use and disposition of the allotment by the enrollee's dependents should be given careful consideration by the local selecting agent prior to, rather than subsequent to, enrollment. It is thus not expected that cases involving "unanticipated change in relationship or circumstances" will be frequent or numerous. (See also par. 8.)



7. RULES INTERPRETING ELIGIBILITY REQUIREMENTS

\* \* \*

(See page 8)

(6) Required deposits.--Each applicant for enrollment who has dependents and is therefor required to make the allotment of \$15 a month to such dependents, shall be required to make deposit of \$7 per month with the Chief of Finance, War Department; and, except as provided in subparagraph (c) below, each applicant who does not have dependents shall be required to make deposit, in similar manner, of \$22 per month; (For nonresident, transient applicants, without dependents, see par. 8d.)

(a) Authorization for deposit.--In every case the applicant who has dependents and who makes a deposit, as above authorized, shall make the suitable entry in the place provided in the last line of Section 6 of the Certificate of Selection; and, in every case where it is determined that an applicant does not have dependents, section 7 of the Certificate of Selection must be properly executed and signed both by the local selecting agent and the applicant for selection.

The above stated revisions are to be effective on January 1, 1941, by order of:

/s/J. J. McENTEE, Director  
Civilian Conservation Corps



DEPARTMENT OF PUBLIC WELFARE  
STATE OF INDIANA  
141 South Meridian Street  
Indianapolis, Indiana

SECTION I - PUBLIC ASSISTANCE

November 29, 1940

CCC Selection DPW Bulletin No. 26

TO: County Departments of Public Welfare

SUBJECT: CCC Form S-209 (Preliminary Application)

1. Uniform CCC Application

November 1, 1940, county departments of public welfare were informed that a new preliminary application had been prescribed by the Director's Office, Washington, D. C., for use by all selecting agencies in the United States. The new form has been assigned CCC Form S-209 to correspond with the Certificate of Selection. A supply of this form has been printed and distribution is now being made to each county.

2. To be used during the January Enrollment

The new application form is to be used entirely for the January enrollment. It is to be filled out in duplicate and is not to be forwarded to the camp with the Certificate of Selection. A typed copy is to be forwarded to the State Office with the green copy of the Certificate of Selection, and one copy will be retained in the local CCC office files.

3. Applicants to fill out form

It is strongly recommended by the Director's Office, Washington, D. C., though not mandatory, that each youth who is able to read and write be given an application and that he be requested to fill it out in his own handwriting. The questions on the application are worded very simply, so that they may be readily understood by youths with limited education. It will be noted that more space has been given for writing than is true of many applications forms. This has been done deliberately in order to assure that youths with large handwriting will have enough space to answer the questions. It seems psychologically desirable to place upon each applicant the major responsibility for demonstrating his eligibility for selection and his interest in becoming a member of the Civilian Conservation Corps.



Youths who cannot read and write well enough to be able to complete a substantial part of the form will naturally not be asked to undertake the filling out of the application. Applicants should not be led to believe in any instance that their lack of ability to fill out the application will be regarded as a reason for not selecting them.

If the application form is filled out by the youth, the local selecting agent should then carefully review the application and supply any missing data, as well as verify the accuracy of the answers which the youth completed himself. As soon as this is done, a typed copy of the application, CCC Form S-209, is to be made to be sent to the state department with the green copy of the Certificate of Selection, CCC Form S-210.

4. Information to be submitted by local selecting agent

In all cases the local selecting agent is to enter the case number and color of applicant as requested in the upper right hand corner of page 1. When an applicant is given an application form, he should be instructed to leave these two lines blank.

The last half of page four is to be filled in by the local selecting agent. The age of each applicant must be verified and the source and location of age verification must be given under "remarks". The remaining space is for comments to be made by the visitor, pertaining to the applicant and his family. It is urged that these comments be made.

5. Copy of application form attached

A copy of this application form is attached herewith. A supply of this form will reach all local selecting agents within a few days. As an additional supply is needed, it should be requisitioned in the usual manner on SDPW Form 1004.

*T. A. Gottschalk*  
T. A. Gottschalk  
Administrator

Virgil Sheppard, Director  
CCC Selection



# **APPLICATION FOR ENROLLMENT IN THE CIVILIAN CONSERVATION CORPS**

**Note to the applicant:** Be sure the spelling of your name and home address is exactly correct. Answer every question you can.

Full Name \_\_\_\_\_ Date \_\_\_\_\_  
(Last name) (First name) (Middle name)

Address \_\_\_\_\_ INDIANA  
(Street and number, or RFD route) (City or village) (County)

How many years have you lived in this State? \_\_\_\_\_ How many years in this county? \_\_\_\_\_

Age at last birthday \_\_\_\_\_ When were you born? \_\_\_\_\_  
(Years) (Month) (Day) (Year)

Where were you born? \_\_\_\_\_  
(City or village) (State)

**Special Note:** If you have a birth certificate, bring it with you when you submit this form.

If not born in the United States, when and where were you naturalized?

First papers \_\_\_\_\_ Final papers \_\_\_\_\_  
(Date) (Place) (Date)

Height \_\_\_\_\_ Weight \_\_\_\_\_ Color of eyes \_\_\_\_\_ Color of hair \_\_\_\_\_

Check one: Are you single? \_\_\_\_\_ Married? \_\_\_\_\_ Widowed? \_\_\_\_\_ Divorced? \_\_\_\_\_ Separated? \_\_\_\_\_

Have you ever been convicted of a crime? \_\_\_\_\_ Are you now on probation or parole? \_\_\_\_\_

Are you in good health? \_\_\_\_\_ Do you have any physical handicap? \_\_\_\_\_

Have you ever had: Hay Fever? \_\_\_\_\_ Asthma? \_\_\_\_\_ Tuberculosis? \_\_\_\_\_ Epilepsy? \_\_\_\_\_

Are you a member of the National Guard? \_\_\_\_\_ Are you a Deputy Sheriff or other civil law  
enforcement officer? \_\_\_\_\_

## **School Record**

What is the last school you attended? \_\_\_\_\_  
(Name and address of school)

When did you stop going to school? \_\_\_\_\_  
(Month) (Year)

Why did you stop going to school? \_\_\_\_\_

Would you like to continue to go to school if it were possible? \_\_\_\_\_

Draw a circle around the highest grade you finished: Grammar or grade school 1 2 3 4 5 6 7 8

High School 1 2 3 4 College 1 2 3 4 How many years in all did you go to school? \_\_\_\_\_



If you studied any of the subjects below, write the number of years you studied it:

- (1) Woodworking----- (4) Agriculture----- (7) Typewriting-----  
 (2) Metal work----- (5) Mechanical drawing----- (8) Bookkeeping-----  
 (3) Electrical work----- (6) Auto mechanics----- (9) First aid-----

### Employment Information

#### School Record

Are you employed?----- Do you need employment?-----

Are you registered at the nearest office of the Employment Service?-----

Do you have a Social Security Number?----- What is it?-----

What kind of work can you do best?-----

What tools or machinery have you used or operated (such as axe, carpentry tools, truck or tractor, etc.)?-----

How long?-----

Do you live on a farm?----- If so, does your family own the farm?-----

Have you ever worked on a farm?----- How long?-----

Did you ever have a paid regular job?----- If so, when did your last job end-----

If you have had any jobs, list them all below; you may use as many lines to describe each job as you wish:

| Employer's name and address | What did you do? | Weekly Wage | Dates of Employment |    | Why did you leave? |
|-----------------------------|------------------|-------------|---------------------|----|--------------------|
|                             |                  |             | From                | To |                    |
|                             |                  |             |                     |    |                    |
|                             |                  |             |                     |    |                    |
|                             |                  |             |                     |    |                    |
|                             |                  |             |                     |    |                    |
|                             |                  |             |                     |    |                    |
|                             |                  |             |                     |    |                    |
|                             |                  |             |                     |    |                    |
|                             |                  |             |                     |    |                    |

Are you interested in any particular kind of work or training?-----

If so, give first choice----- second choice-----

How do you occupy your spare time?-----

Do you belong to any clubs, or to the Boy Scouts, or YMCA?-----



Have you been in the CCC before?\_\_\_\_\_If so, list all previous service below:

| Company Number | Length of Service |      | Date Enrolled | Date Discharged | Type of Discharge |
|----------------|-------------------|------|---------------|-----------------|-------------------|
|                | Months            | Days |               |                 |                   |
| 1              |                   |      |               |                 |                   |
| 2              |                   |      |               |                 |                   |
| 3              |                   |      |               |                 |                   |

Serial Number\_\_\_\_\_. If previously in CCC, bring discharge certificate with you.

Is your father living?-----Is your mother living?-----If either of your parents is not living in the same house with you, give his or her name and address:

What is the occupation of the principal wage earner of your family?\_\_\_\_\_

List below all the people who live in the same house with you. List your father and mother first, and second your brothers and sisters, and then other persons, if they are living in the same house with you. Write the age after the name of each brother or sister:

[illegible]

Do you have a brother in the CCC ----- . If so, give his name-----

**If your father or mother is receiving any of the following, please check:**

WPA employment\_\_\_\_\_ Aid for Dependent Children\_\_\_\_\_ Farm Security loan or grant\_\_\_\_\_

Old Age Assistance\_\_\_\_\_ Surplus Commodities\_\_\_\_\_ State relief or direct relief\_\_\_\_\_

Aid to Blind----- Unemployment Compensation ---- Other kind of aid-----



| Name                              |              |                   | Relationship |
|-----------------------------------|--------------|-------------------|--------------|
| (Last name)                       | (First name) | (Middle name)     |              |
| Address                           |              |                   |              |
| (Street and number, or RFD route) |              | (City or village) | (State)      |
|                                   |              |                   |              |
|                                   |              |                   |              |

**To be signed by the applicant:**

**To be signed by parent or guardian:**

Applicant's signature

-----  
Signature of parent or guardian

(Visitor: Enter source and location of age verification)

**Remarks:**



DEPARTMENT OF PUBLIC WELFARE  
STATE OF INDIANA  
141 South Meridian Street  
Indianapolis, Indiana

SECTION I -- PUBLIC ASSISTANCE

December 6, 1940

CCC Selection DPW Bulletin No. 27

TO: County Departments of Public Welfare

SUBJECT: January 1941 CCC Enrollment

1. January 1941 CCC Enrollment

The next enrollment for CCC will begin on January 2, and continue through January 31, allowing the full month in which to complete the enrollment.

2. Enrollment Dates

As yet, no date has been set for Indiana's enrollment within the enrollment period; however, it will probably be set sometime during the second week of the month to allow for a second enrollment date if one is needed to fill the State requisition. The State requisition has not been received; therefore, county requisitions cannot be assigned until later. Neither has the State been advised if all Indiana boys will be located in Indiana camps, but it is believed that they will be, from the small estimate of available applicants submitted by local selecting agents as of November 10.

3. Number of Rejections during the July and October 1940 Enrollments

During the July enrollment there were 1912 acceptees notified to report to the acceptance stations for enrollment. Of this number 7.7% were rejected for physical disability; 6.9% for failure to report, and .9% were rejected for miscellaneous reasons, such as no discharge certificate, over-age, less than six months since previous service, etc.

During the October enrollment there were 2009 acceptees notified to report to the acceptance stations for enrollment. Of this number 7.5% were rejected for physical disability; 8.7% for failure to report, and 1.4% for miscellaneous reasons such as no discharge certificate, less than six months since previous service, eloped before acceptance, administrative discharges, etc.

It is gratifying to note the small percent of physical rejections during the last two enrollment periods. It is felt that local selecting agents are being careful not to select applicants who appear to be unable to pass the physical requirements, inasmuch as the number of physical rejections is much smaller than it was a few enrollments past. It does appear, however, that improvement can be made to prevent the large number who fail to report at the acceptance stations, and those who are rejected for miscellaneous reasons, such as those listed above.



4. Importance of Correctly Filling out the CCC Forms

It is extremely important that CCC Form S-210, "Certificate of Selection", and CCC Form S-209, "Application for Enrollment" be accurately and completely filled out. After the October enrollment, the Officer in Charge of CCC Affairs, Headquarters Fifth Corps Area, Columbus, Ohio, called the State's attention to the fact that an unusual number of discrepancies were noted in the Certificate of Selection received at the acceptance stations. One outstanding discrepancy was that the typed name on the face of the forms as certified by the local selecting agent and the signature of the applicant did not agree. After each enrollment period there is considerable correspondence between this office, Headquarters Fifth Corps Area, District Headquarters, Fort Benjamin Harrison, and local selecting agents, in getting all records to correspond with the correct information. The exercise of more care in the initial preparation of the Certificate of Selection would materially reduce the volume of corrective correspondence.

5. CCC Form S-209, Application for Enrollment

A limited supply of the new application forms has been sent to each local selecting agent as well as copies of CCC Selection DPW Bulletin No. 26, covering the use of this form. The new application form must be used for every acceptee notified to report for acceptance and enrollment for the coming January enrollment. If local selecting agents have pending applications on the old form, CCC Form 1 (Revised), it will be necessary for the data to be copied on the new forms, and the signature of the applicant, and parent or guardian obtained.

6. Publicity

Local selecting agents should contact all township trustees, public and private agencies, boys' clubs, etc., to interest eligible boys in the CCC program. The public, in a large degree, still has the idea that the CCC program is a relief program, and the idea must be sold to the local communities that the program is for boys who are unemployed and in need of employment, and it offers many opportunities to the boy who is financially unable to continue in school and cannot obtain employment. The new change in regulations, that each enrollee will have a \$7.00 deposit beginning January 1, 1941, should help to convince the public that the program is no longer a relief program.

Newspaper releases have been sent from the State Office and will continue to be sent to local selecting agents on the coming enrollment. A radio broadcast has been scheduled for Tuesday, December 10, over STATION WIBC, Indianapolis, and copies have been sent to county directors having a local broadcasting station in their county in order that it may be presented locally. However, any county should give such additional publicity to this enrollment as is needed.



7. CCC Estimate as of December 10

Please refer to CCC Selection DPW Bulletin No. 24, dated October 25, 1940, asking that the local selecting agents submit an estimate of the number of available applicants as of December 10. Please see that this estimate is mailed to the State Office as soon after the 10 as possible, because county requisitions cannot be figured until these estimates are received.

*T. A. Gottschalk*

T. A. Gottschalk,  
Administrator

Virgil Sheppard, Director  
CCC Selection

P-4265-12-6-40



DEPARTMENT OF PUBLIC WELFARE  
STATE OF INDIANA  
141 South Meridian Street  
Indianapolis, Indiana

SECTION I - PUBLIC ASSISTANCE

December 20, 1940

CCC Selection DPW Bulletin No. 28

TO: County Departments of Public Welfare

SUBJECT: County Requisitions for the January 1941 CCC Enrollment

1. Requisitions for the January 1941 CCC Enrollment

Attached is a statement showing the January CCC requisition for your county, and the date, time, and place of acceptance of selectees.

Sufficient alternates should be presented to allow for all rejections. Selectees who are sent forward as alternates should be so advised in order that they will understand if not given the opportunity to enroll. Local selecting agents should present not less than 15% of their total requisition as alternates to take care of those who are rejected for physical reasons and those who do not report at the acceptance station.

An enrollment will be held on January 15th., in the following counties: Marion, Hendricks, Morgan, Johnson, Shelby, Hancock, Vigo, Clay, Lake, Porter, Newton, Monroe, Lawrence, Orange, Vanderburg, Posey, Gibson, and Warrick.

All other counties will have an enrollment on January 16th., and if it becomes necessary to have a further enrollment to fill the State Requisition, it will be held on January 24th. Counties having available applicants for an enrollment on the 24th., should notify the State Office.

2. Final Selections

Before making final selections, local selecting agents should familiarize themselves with the rules and regulations governing the eligibility of CCC applicants.

It has recently come to the attention of the State Office that some local selecting agents are still of the opinion that only orphans or non-family boys are eligible to make a deposit with the Finance Officer. On June 19, 1940, local selecting agents were notified by CCC Selection DPW Bulletin No. 19, that applicants were not to be excluded from selection because of income in the home. Further, that enrollees from families who do not need the assistance provided by the allotment, would be allowed to make deposits in lieu of allotment. Certainly, no applicant whose family is receiving assistance from WPA, Department of Public Welfare, Township Trustee, etc., should be allowed to make a deposit, but applicants from families who are able to maintain an adequate standard of living without the CCC allotment, are eligible to make



deposits. It seems advisable for local selecting agents to suggest deposits in these cases, as it prevents the return of money to the enrollees in camp, or the enrollees obtaining the money while home over the week-ends.

3. New Regulations Pertaining to \$7.00 Deposit for Each Enrollee

Beginning January 1, 1941, each CCC enrollee, with the exception of the ten exempted men per company - who are married, will have a \$7.00 deposit with the Finance Officer, and the amount of their allotment will be reduced from \$22.00 to \$15.00 per month. Local selecting agents should be careful in filling out CCC Form S-210, Certificate of Selection, for applicants for the January enrollment. Section 6 of the Certificate of Selection should carry the name and address of the allottee, relationship to the applicant, and the amount of allotment which must be \$15.00. The \$7.00 deposit should be placed in the space provided, which is the last line of Section 6. If an applicant should name two allottees, the amount of allotment to each must be \$7.50. If an applicant does not have any dependents and is eligible to deposit his allotment with the Finance Officer, the full amount of \$22.00 will be shown in Section 7, and this section will be signed by the applicant, and the local selecting agent.

4. CCC Form 4, Roster of CCC Junior Selectees and Report of Acceptance Station

CCC Form 4 will be used as in previous enrollments. This form is to be made in quadruplicate and all copies given to the acceptance officer or his representative, along with the white copy of CCC S-210, Certificate of Selection, for each selectee notified to report for acceptance. The acceptance officer or his representative will call at the office of the local selecting agent on the day before the date of operation of acceptance station, or notify the local selecting agent when he will call.

5. Certificates of Selection to be Mailed to State Office

Local selecting agents are to mail to the State Office the green copy of the Certificate of Selection and one copy of the Application for Enrollment, CCC Form S-209, for all boys enrolled in the CCC, immediately after receipt of their copy of CCC Form 4, advising which selectees were enrolled.

6. Attached Form to be Returned to State Office

Attached is a mimeographed form which is to be filled out by each local selecting agent and returned to this office as soon as possible.

*T. A. Gottschalk*  
T. A. Gottschalk,  
Administrator

Virgil Sheppard  
Director, CCC Selection



STATEMENT OF COUNTY REQUISITION

December 20, 1940

COUNTY \_\_\_\_\_

Your county requisition for the January 1941 CCC enrollment is \_\_\_\_\_ white and \_\_\_\_\_ colored selectees. You are asked to present this number, plus at least 15% additional selectees as alternates to the Acceptance Officer at \_\_\_\_\_ on January 1941, at 8:30 A.M.

All selectees enrolled from your county on this date will be

Virgil Sheppard  
State Director, CCC Selection

P-4283-12-20-40



Date \_\_\_\_\_

County \_\_\_\_\_

TO: State Supervisor of CCC Selection

FROM: \_\_\_\_\_  
(Local Selecting Agent)

I am in receipt of CCC Selection DPW Bulletin No. 28, dated December 20, 1940, notifying me that our requisition for the January 1941 enrollment is \_\_\_\_\_ white and \_\_\_\_\_ colored selectees to be presented on January \_\_\_\_\_ at 8:30 A.M.

I feel that we \_\_\_\_\_ be able to furnish sufficient  
(will or will not)  
selectees, plus necessary alternates to fill this requisition on the requested date.

In addition to our assigned requisition, we \_\_\_\_\_  
(will or will not)  
be able to furnish additional selectees for this enrollment if needed. We have the following number of additional applicants available within the 17 year group \_\_\_\_\_, and \_\_\_\_\_ within the 18 to 23½ year group.

\_\_\_\_\_  
(Signature of Person Preparing Report)



DEPARTMENT OF PUBLIC WELFARE  
STATE OF INDIANA  
141 South Meridian Street  
Indianapolis, Indiana

SECTION I - PUBLIC ASSISTANCE

January 9, 1941

CCC Selection DPW Bulletin No. 29

TO: County Departments of Public Welfare

SUBJECT: Eligibility of Applicants with Former  
Court or Criminal Records

1. Establishment of Procedure

Recently the CCC Officials of Headquarters Fifth Corps Area discussed with Mr. Frank Persons, Special Assistant to the Director, CCC, Washington, D.C., the eligibility of youth who have been inmates of various types of corrective institutions such as the Indiana Boys' School. It was the opinion of the Army Officials that the cases of boys who have been confined to a corrective institution because of delinquency should be reviewed by the State Selecting Agency. This procedure does not apply to boys who have been convicted and sentenced for an offense which carries a penalty of one year or more. Likewise this procedure does not apply to boys who are currently on probation or parole.

Headquarters Fifth Corps Area have asked the State Selecting Agency to present evidence of eligibility in cases known to have been confined to corrective institutions for delinquency prior to acceptance for enrollment in the CCC, and the following procedure has been developed and will be in effect with reference thereto:

A. Personal History Data

When local selecting agents receive such applications for enrollment they are to compile a complete personal history of each case which will be forwarded to the State Selecting Agency for review and decision as to the desirability for selection of the individual applicant. The personal history should consist of the following:

1. Complete name and address of applicant.
2. Home conditions and applicant's attitude toward parents and parental discipline.
3. Reason for applicant's commitment to institution.
4. Age when committed and length of time in the institution.
5. Date released from institution, and date of discharge from probation.
6. Adjustment of applicant in home community after release from the institution.
7. Any other information which would aid State Selecting Agency in determining the eligibility and desirability of applicant for enrollment in the CCC.
8. Recommendation of the local selecting agent.



B. Action to be taken by State Selecting Agency

The State Selecting Agency, from the data submitted, will make the decision as to the eligibility of the selectee and advise the local selecting agent by letter. If selectee is acceptable, the following distribution will be made of the letter of approval:

1. Original and one signed copy to the local selecting agent, and the signed copy will be attached and made a part of the Certificate of Selection, CCC Form S-210, when presenting the applicant.
2. One copy to Fifth Corps Area Headquarters.
3. One copy to District Headquarters, Fort Benjamin Harrison.

C. Selectee will be Rejected Without Letter of Recommendation

At any time a selectee is presented at the Acceptance and Enrollment Station with a former court or criminal record, and a signed letter of approval is not attached to the application indicating the State Selecting Agency has reviewed this case for eligibility, the selectee will be rejected and Headquarters Fifth Corps Area will be so advised.

D. Camp Location of Selectees

Insofar as possible all such selectees accepted for enrollment will be placed in companies within the Fifth Corps Area. The company commanders will be directed to furnish the enrollees with what aid they can to make such social adjustment as may be indicated without discrimination.

2. Effective Date of Procedure

Local selecting agents are asked to comply with this procedure immediately so that the necessary reviews may be made prior to the January CCC enrollment.

3. No Change in Present Regulations

The establishment of this procedure does not effect Section 6, paragraphs a and b, Page 5, of the Standards of Eligibility and Selection for Junior Enrollees.

*T. A. Gottschalk*

T. A. Gottschalk,  
Administrator



DEPARTMENT OF PUBLIC WELFARE  
STATE OF INDIANA  
141 South Meridian Street  
Indianapolis, Indiana

SECTION I - PUBLIC ASSISTANCE

January 24, 1941

CCC Selection DFW Bulletin No. 31

TO: County Departments of Public Welfare

SUBJECT: Forecast of Available Applicants for April 1941 CCC Enrollment

1. Forecast of Available Applicants for April 1941 CCC Enrollment

Enclosed are six copies of CCC Form 5, which are to be used in submitting forecasts of available applicants for the April 1941 CCC Enrollment.

In accordance with established procedure, the Director's Office has requested that three separate forecasts be furnished for planning the April enrollment. These reports are to be submitted as of February 10, March 10, and March 31. The first forecast to be made as of February 10, should reach this office not later than February 13; the second, not later than March 12; and the third on April 3. It is not necessary for these reports to be made in duplicate. The extra copies of Form 5 are furnished so that a copy of all three reports submitted to the State Department may be retained in the files of the local selecting agents.

2. First Report to be used in assigning Requisitions for Intermediate Enrollment

On or before February 10, the State Selecting Agency will be notified of the February intermediate requisition, therefore, in figuring county requisitions for the intermediate enrollment, the forecast submitted as of February 10, will be used, especially that pertaining to the number of applications on file. For this reason, it is quite important that local selecting agents submit their report on the requested date, and that it be compiled accurately.

3. Submission of Reports

Local selecting agents are asked to mail their reports to the Statistical Section, Division of General Administration, State Department of Public Welfare, 141 South Meridian Street, Indianapolis, Indiana, on the dates as set out under Item 1.

*T. A. Gottschalk*  
T. A. Gottschalk  
Administrator

Virgil Sheppard  
Director, CCC Selection  
P-4315-1-24-41



DEPARTMENT OF PUBLIC WELFARE  
STATE OF INDIANA  
141 South Meridian Street  
Indianapolis, Indiana

SECTION I - PUBLIC ASSISTANCE

March 7, 1941

CCC SELECTION DPW BULLETIN NO. 32

TO: County Departments of Public Welfare

SUBJECT: April 1941 CCC Enrollment

1. April 1941 CCC Enrollment

Announcement has been made of the April 1941 CCC enrollment. This enrollment will be held during the period April 1 - 20, inclusive, with no extension of time to be authorized. The exact date or dates of the enrollment to be held in Indiana are not known at this time, but in all probability an enrollment will be held during the first week of April.

2. Requisitions

Clearance on the April requisition will not be received until March 15; therefore, county requisitions can not be assigned until after that date. Due to the fact that requisitions for the February Intermediate Enrollment were assigned from reports submitted by local selecting agents as of February 10, it is extremely important that local selecting agents promptly submit their March 10 forecast of available applicants. Present indications are that all available applicants will be needed to fill the replacements. This does not mean, however, that local selecting agents are privileged to send forth youth whom they feel will not make the proper adjustment, and do not really have an interest in the CCC as a work and training program.

3. Correct Preparation of CCC Forms

In checking the application memorandums for the selectees who were enrolled during January 1941 and February 1941 a number of discrepancies were noted. The most prevalent one being that the applicants' names as they appear typed on the forms do not agree with their signatures. In each case the applicant should be told to sign his full name because the Certificate of Selection calls for the first, middle, and last name. Another outstanding error is the completion of Section 6. The amount of the allotment must in every case be \$15.00 with a \$7.00 deposit for the applicant. The \$7.00 is to be entered on the last line of Section 6. If the applicant is allowed to make a deposit with the Finance Officer, the amount of \$22.00 must be entered in Section 7 and this section is to be signed by the applicant and the local selecting agent. In several instances the allottee's name as it appears in Section 6 of CCC Form S-210, does not appear the same as given on the last page of CCC Form S-209, or with the parent's signature when the parent signing the form is named as the allottee. Correspondence can be considerably reduced through more care in the initial preparation of these forms.



4. Publicity

Newspaper releases will be sent from the State Office on this enrollment, however, local selecting agents should give such publicity to this enrollment as is needed, and should make all possible contacts to interest eligible boys.

5. Eligibility of Applicants with Former Court or Criminal Records

Attention is called to CCC Selection DPW Bulletin No. 29, dated January 9, 1941, relative to the procedure to be followed when a youth has been an inmate of a corrective institution such as the Boys' School. Applications for these youth must be approved by the State Selecting Agency prior to presenting them to the acceptance officer.

6. CCC Estimate as of March 10

Please refer to CCC Selection DPW Bulletin No. 31, dated January 24, 1941, relative to forecast of available applicants. Local selecting agents are asked to mail their March 10 report so as to reach this office not later than March 12.

*T. A. Gottschalk*

T. A. Gottschalk,  
Administrator

Virgil Sheppard, Director  
CCC Selection

P-4339-3-8-41



DEPARTMENT OF PUBLIC WELFARE  
STATE OF INDIANA  
141 South Meridian Street  
Indianapolis, Indiana

SECTION I - PUBLIC ASSISTANCE

March 20, 1941

CCC Selection DPW Bulletin No. 33

TO: County Departments of Public Welfare

SUBJECT: County Requisitions for the April 1941 CCC Enrollment

1. Requisitions for the April 1941 CCC Enrollment

Attached is a statement showing the April CCC requisition for your county, and the date, time, and place of acceptance of selectees.

Sufficient alternates should be presented to allow for all rejections. Selectees who are sent forward as alternates should be so advised in order that they will understand if not given the opportunity to enroll until a later date.

2. Enrollment Date

The enrollment will be held between April 1-20, and Indiana's first enrollment date will be April 8. In all probability a later enrollment will be held on April 18 in those counties having eligible applicants. Indications are that Indiana will not be able to fill vacancies now existing in Indiana camps; therefore, every available eligible applicant should be given the opportunity of being presented. Local selecting agents should notify the State Office, immediately after the enrollment on April 8, if eligible applicants are available. From information available at the present time, all selectees enrolled during April will be located in Indiana Camps.

3. Final Selections

Local selecting agents should exercise extreme care in making selections for the April enrollment. With the small number of selectees to be presented from each county, it will be possible for each application to be accurately filled out, and all information verified prior to the selectee's acceptance. Local selecting agents should not take a chance in presenting selectees whom they feel ineligible from the standpoint of adjustment and interest in the Corps. Local selecting agents are urged to forward a list of their applicants to the State Office to be checked with records on file at Headquarters Fifth Corps Area. During the January enrollment it was necessary to recommend a discharge for several enrollees who were ineligible due to the fact they had had previous service in some other state or county. In these instances they had received dishonorable or administrative discharges, and for this reason stated they had had no previous service in the CCC at the time they made application.



4. CCC Form 4, Roster of CCC Junior Selectees and Report of Acceptance Station

CCC Form 4 will be used as in previous enrollments. This form is to be made in quadruplicate and all copies given to the acceptance officer or his representative, along with the white copy of CCC Form S-210, Certificate of Selection, for each selectee notified to report for acceptance. The acceptance officer or his representative will call at the office of the local selecting agent on Monday, April 7, or notify the local selecting agent when he will call.

5. Certificates of Selection to be Mailed to State Office

Local selecting agents are to mail to the State Office the green copy of the Certificate of Selection and one copy of the Application for Enrollment, CCC Form S-209, for all boys enrolled in the CCC, immediately after receipt of their copy of CCC Form 4, advising which selectees were enrolled. During the February Intermediate Enrollment a number of local selecting agents forwarded the copy of CCC Form S-209 to the acceptance officer rather than to the State Office.

6. CCC Estimate as of April 3

In accordance with CCC Selection DPW Bulletin No. 31, dated January 24, 1941, local selecting agents are requested to submit as of April 3 a forecast of available applicants. Prompt submission of this report will be appreciated.

*T. A. Gottschalk*

T. A. Gottschalk  
Administrator

Virgil Sheppard  
Director, CCC Selection

P-4341-3-19-41



DEPARTMENT OF PUBLIC WELFARE  
STATE OF INDIANA  
141 South Meridian Street  
Indianapolis, Indiana

SECTION I - PUBLIC ASSISTANCE

April 28, 1941

CCC SELECTION DPW BULLETIN NO. 34

TO: County Departments of Public Welfare

SUBJECT: Selective Service Regulations

1. Uniform procedure of Selective Service Regulations

Under date of March 24, a CCC Memorandum was forwarded to you, relative to the Selective Service Regulations. In this memorandum, all of the information available concerning the provisions of classification, physical examination, and induction was set forth. The Headquarters Fifth Corps Area has established a uniform procedure to be used in the discharge of enrollees called for service under the Selective Service Act. This procedure is as follows:

Upon discharge of an enrollee called for service under the Selective Service Act, his service record will be completed and forwarded to Headquarters Fifth Corps Area for file.

In event the enrollee is rejected by the Army Reception Center, after being presented for induction by the Selective Service Board, and desires to be reinstated or reenrolled, he will apply to the local county CCC Selecting Agent. The local selecting agent will determine whether or not the boy desires reinstatement in the camp from which he was discharged, or a camp nearer his home community; this action taking place within fifteen (15) days after the boy's rejection under the Selective Service Act.

The local selecting agent, providing the enrollee is eligible, will then make out a Certificate of Selection, clearly marked "For Reinstatement", and forward it to the State Selecting Agency, stating in an attached letter that it has been verified through the local Selective Service Agency that the enrollee has been rejected. Upon receipt of the Certificate of Selection at this office, it will be forwarded to Headquarters Fifth Corps Area.

Headquarters Fifth Corps Area will advise the State Selecting Agency to which camp the boy shall report, at his own expense, and the latest date he can report thereto. This information will be forwarded immediately to the county, so that the enrollee may be informed of the camp to which he is to report and the date of reporting. At the same time, Headquarters Fifth Corps Area will forward the Certificate of Selection, a copy of their letter to the State Selecting Agency, a record of the boy's previous service, and a statement as to the probable date the applicant will



arrive to the Commanding Officer concerned.

When the applicant arrives at camp, he will be given a physical examination and if found physically qualified, he will be accepted for enrollment and will sign his oath of enrollment.

2. Certificate for Enrollee discharged to respond to Notice to Report for induction under the Selective Service Act

There is attached a copy of the 5th C. A. Form No. 79, "Certificate for Enrollee discharged to respond to notice to report for induction under the Selective Service Act", for your information in considering a boy, who has been rejected from the Selective Service Reception Center, for reenrollment in the Corps.

*T. A. Gottschalk*

T. A. Gottschalk  
Administrator

Virgil Sheppard  
Director, CCC Selection

P-4357-4-29-41



CERTIFICATE FOR ENROLLEE DISCHARGED TO RESPOND TO NOTICE TO  
REPORT FOR INDUCTION UNDER THE SELECTIVE SERVICE ACT

CCC CO. \_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_

I accept discharge from the CCC to respond to notice from my Local Selective Service Board to report for induction, with the understanding that should I be rejected by the Army at the Reception Center, I may make application to my Local County CCC Selecting Agent within 15 days after rejection for reinstatement in order to complete the unfinished portion of my enrollment in the CCC, or, if the completion of my six months enrollment period occurs during my absence, for reenrollment for another period provided I am legally eligible therefor.

Further, that my reinstatement in the CCC is contingent upon verification by my Local CCC Selecting Agent that I have been rejected under the Selective Service Act, and the approval and designation of a camp by the Corps Area Commander. I further understand that the travel to CCC camp to which I am assigned by the Corps Area Commander will be made at my own expense.

\_\_\_\_\_

Enrollee's Typed Name & Serial No.

Distribution:

One copy to Enrollee.  
One signed copy included in 201 File.  
One copy to 5th CA CCC Hdqrs.

(In event enrollee is absent, the Co. Commander will set forth facts and sign a statement that a copy has been mailed the enrollee.)

5th C.A. Form No. 79  
(4-15-41)



DEPARTMENT OF PUBLIC WELFARE  
STATE OF INDIANA  
141 South Meridian Street  
Indianapolis, Indiana

SECTION I - PUBLIC ASSISTANCE

April 28, 1941

CCC SELECTION DPW BULLLTIN NO. 35

TO: County Departments of Public Welfare

SUBJECT: Forecast of Available Applicants for July, 1941 CCC Enrollment

1. Forecast of Available Applicants for July, 1941 CCC Enrollment

Enclosed are six copies of CCC Form 5, which are to be used in submitting forecasts of available applicants for the July, 1941 CCC Enrollment.

In accordance with established procedure, three separate CCC forecasts will be needed by this office in planning for the July, 1941 Quarterly CCC Enrollment. These reports are to be submitted as of May 10, June 10, and June 30. The first forecast to be made as of May 10 should reach this office not later than May 13, the second, not later than June 13, and the third not later than July 3. Do not make these reports in duplicate for this office. The extra copies are furnished so that a copy of all three reports submitted to the State Department may be retained in the files of the local selecting agents.

2. First Report to be used in assigning Requisitions for Intermediate Enrollment

On or before May 10, the State Selecting Agency will be notified of the May Intermediate requisition; therefore, in figuring county requisitions for the intermediate enrollment, the forecast submitted as of May 10 will be used, especially that pertaining to the number of applications on file. For this reason, it is quite important that local selecting agents submit each report on the requested date, and that it be compiled accurately.

3. Submission of Reports

Local selecting agents are asked to mail their reports to the Statistical Section, Division of General Administration, State Department of Public Welfare, 141 South Meridian Street, Indianapolis, Indiana, on the dates as set out under Item 1.

*T. A. Gottschalk*  
T. A. Gottschalk  
Administrator

Virgil Sheppard  
Director, CCC Selection  
P-4358-4-29-41



Quarterly Enrollment Period  
FORECAST OF JUNIOR APPLICANTS AVAILABLE FOR CCC ENROLLMENT

Based Upon Reports as of \_\_\_\_\_

To: Supervisor, CCC Selection

County \_\_\_\_\_

From: \_\_\_\_\_

Local Selecting Agent

Date \_\_\_\_\_

| CLASSES OF APPLICANTS   | Actual number of completed and pending applications now on file in local offices of eligible and qualified juniors who desire to be selected during the next quarterly CCC Enrollment. |       |         |       | Estimated number of additional applicants, who have not yet applied, who will be eligible and available for CCC selection during the next quarterly CCC enrollment. |         |
|---|--|-------|---------|-------|---|---------|
|   | WHITE  |       | COLORED |       | WHITE   | COLORED |
|   | Age 17   | 18-23 | Age 17  | 18-23 |   |         |
| 1. How many eligible applicants with dependents who are now receiving relief, work relief, or other public assistance, will desire to be selected during the next quarterly CCC enrollment?   |  |       |         |       |   |         |
| 2. How many additional eligible applicants with dependents who are eligible to receive (but not actually receiving) relief, or other public assistance will desire to be selected during the next quarterly CCC enrollment?   |  |       |         |       |   |         |
| 3. How many additional eligible CCC applicants with dependents who are not receiving or eligible to receive relief, but whom a CCC allotment would help to maintain a normal standard of living, will be eligible and available for CCC selection during the next quarterly CCC enrollment? |  |       |         |       |   |         |
| 4. How many additional eligible CCC applicants without dependents, eligible to make deposits instead of allotments, will be eligible and available for selection during the next quarterly CCC enrollment?  |  |       |         |       |   |         |
| 5. Total eligible CCC junior applicants available for selection during the next quarterly CCC enrollment.   |  |       |         |       |   |         |



DEPARTMENT OF PUBLIC WELFARE  
STATE OF INDIANA  
141 South Meridian Street  
Indianapolis, Indiana

SECTION I - PUBLIC ASSISTANCE

May 19, 1941

CCC SELECTION DPW BULLETIN No. 36

TO: County Departments of Public Welfare

SUBJECT: Cooperation between CCC Selecting Agents and the Indiana  
Employment Service

1. Cooperation of the Employment Service in CCC Selection

Attached to this bulletin are copies of a letter addressed to all State Directors of CCC Selection by W. Frank Persons, Special Assistant to the Director of CCC, and a letter addressed to all State Employment Security Agencies by Martin F. Carpenter, Chief, U. S. Employment Service. These letters are concerned with the extension and development of existing cooperation procedures between the CCC selecting agents and the State Employment Service.

2. Procedure to be Followed

In obtaining the cooperation of the State Employment Service, two steps should be taken by each local CCC selecting agent.

1. Prior to each enrollment, whether quarterly or intermediate, the local CCC selecting agent should address a letter to the employment service office serving his county, bringing to the attention of this agency the opportunities offered by the CCC to boys who are unemployed and in need of employment. This letter should contain a very brief statement as to the eligibility requirements and a definite statement as to the closing date for applications. This letter will constitute an "employer's order".
2. All applicants, selectees and ex-enrollees should be urged to register with the state employment service. No rule should be adopted which will exclude from CCC selection any youth solely because he has not registered with the employment service.

3. Reports on Referrals from Employment Service

Beginning July 1, 1941, reports concerning enrollment activities will show:

1. The number of referrals made by the employment service offices.
2. The number of such referrals who qualified for selection and were enrolled.



Page 2

CCC SELECTION DPW BULLETIN NO. 36

May 19, 1941

The report forms will be revised to provide appropriate spaces for reporting these facts.

4. Interest of State Office in Planning Cooperation

Both the State CCC Selecting Office and the State Office of the Employment Service will be interested in receiving comments from time to time concerning the operation and results of this plan of cooperation.

*T. A. Gottschalk*

T. A. Gottschalk  
Administrator

Virgil Sheppard  
Director, CCC Selection



140114

COPY

FEDERAL SECURITY AGENCY  
OFFICE OF THE ADMINISTRATOR

Interoffice Communication

To: Mr. J. J. McEntee,  
Director,  
Civilian Conservation Corps

April 15, 1941

From: Wayne Coy,  
Assistant Administrator

The plan for cooperation by the Bureau of Employment Security of the Social Security Board and the Division of Selection of the Civilian Conservation Corps, which is fully described in the accompanying documents, is gratifying.

The interchange of services by these units of the Federal Security Agency should bring results of great advantage to each.

The success of this plan will be watched with interest. It starts with the complete agreement of those directly concerned and with the hearty indorsement and approval of this office.

Attachments



FEDERAL SECURITY AGENCY  
CIVILIAN CONSERVATION CORPS  
OFFICE OF THE DIRECTOR  
Division of Selection  
Washington

April 19, 1941

TO ALL STATE DIRECTORS OF CCC SELECTION

Cooperation with State Employment Services

1. Purpose

In many States specific procedures have been worked out for the close coordination of the work and training functions of the Civilian Conservation Corps and the job-placement facilities of the State Employment Services. It is the purpose of this letter to urge the fullest development of these cooperative relationships, so that maximum use may be made of the work experience and training facilities of the CCC. This is particularly timely in meeting future needs of industry for trained men.

2. Letter to all State Employment Security Agencies

Enclosed is copy of letter from the Chief of the United States Employment Service Division of the Bureau of Employment Security to all State Employment Security Agencies. This letter represents simultaneous recognition of the mutual advantages to be secured by the CCC and the State Employment Services from the development and further extension of cooperative procedures.

3. Registration at Local Employment Offices

To unemployed young men, especially to those who have passed their eighteenth birthday, registration at the nearest office of the State Employment Service is recognized as a customary and desirable step in the search for suitable employment. State and local selecting agents may properly encourage the registration at the nearest employment office of young men who have not registered prior to application for enrollment in the Civilian Conservation Corps. This is particularly important in the case of young men who have had previous work experience or specialized training.

It is not recommended that uniform regulations should arbitrarily exclude from CCC selection any youth solely because he has not registered with the Employment Service.



#### 4. Employment Service Referrals to CCC Selecting Agencies

Local employment offices accept the registrations of many unemployed young men for whom the CCC can provide excellent work experience and training. When there are no suitable opportunities available in private industry or agriculture, referral to the Civilian Conservation Corps is clearly in the interest of young men who are capable of profiting from CCC training opportunities.

In every State, it is recommended that specific cooperative procedures be worked out with the State Employment Service for referring suitable young men to CCC selecting agencies. The enclosed letter to all State Employment Security Agencies indicates that the procedure can and should be simple, following the regular practice of referral to private employers.

Selecting agencies should present to the appropriate local employment offices an "employers' order" for a definite number of young men, listing basic CCC eligibility requirements and indicating the times and places for the young men to report.

#### 5. Full Understanding of CCC Work and Training Opportunities

At the local level it is very desirable that CCC selecting agents should aid Employment Service officials to gain full appreciation of the work and training opportunities available in CCC Camps. To the extent this is done, referrals of young men to local CCC selecting agencies, as well as placement of former enrollees after discharge, will be materially expedited.

It is strongly recommended, therefore, that local selecting agents personally acquaint themselves with officials of the nearest local employment office, and that they not only make available suitable information about the Corps, but that they also make a special point of inviting the employment service personnel to accompany them to nearby CCC camps to inspect the various types of work and training being conducted and the extent of progress made by enrollees in camp.

#### 6. Registration of CCC Enrollees Currently in Camp

Enrollees currently in the Corps and those who are hereafter enrolled, will be fully informed of the desirability of registering with appropriate local offices of the State Employment Services. On January 24, 1941, the following instructions were sent by the War Department to all Corps Area Commanders:

"It is desired that each enrollee of the Civilian Conservation Corps be advised of the desirability of registering with the United States Employment Service



at the local office in his home community. Prior to leaving camp, each enrollee who is being discharged will be advised that this is the place to register for employment and that it is important in view of the great increase in opportunities for employment, particularly in industry connected with national defense."

At the present time information on the work and training of enrollees during their period of service in the Corps is recorded upon the reverse side of the discharge certificate of each enrollee. Separate certificates are also granted, indicating definite units of work or training achieved.

A new uniform record of CCC service is in process and will soon be in use by CCC camps throughout the country. Each enrollee will receive at the time of discharge a record of service setting forth his work and training accomplishments during enrollment.

#### 7. Placement of Trained CCC Enrollees

In a number of States, plans have been worked out for (1) keeping active the registrations of CCC enrollees during their period of enrollment in the Corps, (2) the periodic recording of work experience and training, and (3) the referral, where practicable, of young men with CCC training to job openings.

It is recommended that State and local selecting agencies work closely with State Employment Services in strengthening and improving procedures of this kind which are likely to result in the prompt placement of young men with tested backgrounds of CCC work experience in suitable jobs in private industry and agriculture.

#### 8. Conclusion

Each State Director of Selection is requested to communicate with the Director of the State Employment Service in order to establish definite and mutually helpful procedures. It is assumed that parallel instructions will then be issued by each organization to its respective local offices.

It is requested that three copies of instructions to local agents, setting forth this procedure, be sent to this office as soon as available.

Very truly yours,

W. FRANK PERSONS  
Special Assistant to the Director

2 Enclosures



April 19, 1941

TO: ALL STATE EMPLOYMENT SECURITY AGENCIES

Cooperation with the Civilian Conservation Corps1. Purpose

In many States specific procedures have been worked out for the close coordination of the work and training functions of the Civilian Conservation Corps and the job-placement facilities of the State Employment Services. It is the purpose of this memorandum to urge the fullest development of these cooperative relationships, so that maximum use may be made of the work experience and training facilities of the CCC. This is particularly timely in meeting future needs of industry for trained men.

2. Letter to all State Directors of CCC Selection

Enclosed is copy of letter issued by the Civilian Conservation Corps to all State Directors of CCC Selection. This letter represents simultaneous recognition of the mutual advantages to be secured by the State Employment Services and the CCC from the development and further extension of cooperative procedures now in effect.

3. Registration at Local Employment Offices

As is indicated by the letter addressed to the State Directors of CCC Selection, local selecting agencies are being urged to have CCC applicants, especially those with any background of previous work experience or specialized training, register with the local employment office prior to their enrollment in the Corps.

4. Employment Service Referrals to CCC Selecting Agencies

When there are no suitable opportunities available in private industry or agriculture, referral to the Civilian Conservation Corps may well be in the interest of young men who are capable of profiting from CCC training opportunities.

In every State it is recommended that specific cooperative procedures be worked out with the State CCC selecting agency for referring suitable young men who may be eligible for selection and enrollment in the Corps. State CCC selecting agency representatives have been advised to get in touch with the respective State Employment Services to work out the details necessary to make this relationship effective.



Instructions are being issued by the Civilian Conservation Corps to selecting agencies to present orders or requisitions for a definite number of young men listing basic CCC eligibility requirements and indicating the times and places for the young men to report. It is suggested that these orders be handled in the same manner as orders received from private employers. Regular referral forms should be used.

All placements made in accordance with this cooperative undertaking should be reported as complete placements by the employment service.

#### 5. Information Concerning CCC Training

There is attached a copy of a leaflet entitled Work Experience That Counts, which outlines the types of work experience and training which is available in CCC camps. This bulletin also lists basic CCC eligibility requirements. Further information may be obtained from local selecting agents and from CCC camp officials. It is recommended that employment office personnel acquaint themselves fully with the CCC camp program.

There is in process a publication entitled CCC Projects, Jobs and Related Occupations, which will soon be distributed to employment offices. This document will aid materially in translating CCC work and training into the requirements of industry, using the United States Employment Service occupational codes.

#### 6. Placement of Trained CCC Enrollees

In a number of States, plans have been worked out for (1) keeping active the registrations of CCC enrollees during their period of enrollment in the Corps, (2) the periodic recording of work experience and training; and (3) the referral, where practicable, of young men with CCC training to job openings.

It is recommended that employment offices strengthen and improve procedures of this kind which are likely to result in the prompt placement of young men with tested backgrounds of CCC work experience in suitable jobs in private industry and agriculture.

#### 7. Conclusion

It is assumed that parallel instructions will be issued by each State Agency to its respective local offices.



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It is requested that copies of instructions to local offices setting forth mutually acceptable procedures be sent to Washington through regular channels as soon as they are available.

Very truly yours,

/s/ Martin F. Carpenter

Martin F. Carpenter, Chief,  
U. S. Employment Service Division

Attachments 2



DEPARTMENT OF PUBLIC WELFARE  
STATE OF INDIANA  
141 South Meridian Street  
Indianapolis, Indiana

SECTION I - PUBLIC ASSISTANCE

June 11, 1941

CCC SELECTION DPW BULLETIN No. 37

TO: County Departments of Public Welfare

SUBJECT: Form CCC-S210, Certificate of Selection

1. Uniform CCC Certificate of Selection

A new Certificate of Selection (Form CCC-S210) has been prescribed by the Director's Office, Washington, D. C., for use by all selecting agencies in the United States. A supply of this new form has been printed and distribution is now being made to each county.

2. To be used during the July, 1941 Enrollment

The new application form is to be used entirely for the July enrollment, and succeeding enrollments. This form is not only a certificate of eligibility, but is also the primary document in the permanent personnel file of each CCC enrollee. It is the means for conveying to the camp officials important information which will be helpful in the guidance of enrollees in camp. Unused copies of the former Form CCC-S210 which you have in your office, shall be destroyed, and not used for the July, 1941 Enrollment or thereafter.

3. Instructions

Instructions governing the use of Civilian Conservation Corps Certificate of Selection (Form CCC-S210) are attached to this bulletin.

*T. A. Gottschalk*  
T. A. Gottschalk  
Administrator

Virgil Sheppard  
Director, CCC Selection

P-4370-6-12-41

L.R.M.



DEPARTMENT OF PUBLIC WELFARE  
STATE OF INDIANA  
141 South Meridian Street  
Indianapolis, Indiana

SECTION I - PUBLIC ASSISTANCE

July 16, 1941

CCC Selection DPW Bulletin No. 39

TO: County Departments of Public Welfare

SUBJECT: Supplemental Enrollment

This office has been advised by Washington that the July enrollment period has been extended ten days. It has been determined through conversations with the District Headquarters at Fort Harrison that a supplemental enrollment day will be held on July 30, 1941.

This will make it necessary for each county department to submit a forecast of available enrollees, CCC Form 5, to this office as of July 18th. This report must be in this office on the morning of July 21, 1941. These figures are of utmost importance to this office and District Headquarters in order that we may organize and plan for selection stations and officers.

Thank you for your full cooperation in this matter.

*T. A. Gottschalk*  
T. A. Gottschalk  
Administrator

Virgil Sheppard, Director  
CCC Selection



DEPARTMENT OF PUBLIC WELFARE  
STATE OF INDIANA  
141 South Meridian Street  
Indianapolis, Indiana

November 28, 1941

CCC Selection DPW Bulletin No. 40 (3rd Revision)

TO: County Departments of Public Welfare

SUBJECT: Changes in Acceptance Stations and Counties Assigned to Them

1. Reason for Changes

Due to the movement of CCC Co. 1582 from Camp SCS-18, Monon, Indiana, to SCS-25, Vincennes, Indiana, on November 24, 1941, changes are necessary in the assignment of Acceptance Stations.

2. Changes

The following changes are to be made effective November 24, 1941:

|            | <u>At Present</u>     | <u>Changed To</u>    |
|------------|-----------------------|----------------------|
| Gibson*    | Co. 553, Lincoln City | Co. 1582, Vincennes  |
| Knox       | Co. 559, Washington   | Co. 1582       "     |
| Benton     | Co. 1582, Vincennes   | Co. 515, Medaryville |
| Carroll    | Co. 1582       "      | Co. 515       "      |
| White      | Co. 1582       "      | Co. 515       "      |
| Clinton    | Co. 1582, Vincennes   | Co. 2580, Marshall   |
| Tippecanoe | Co. 1582       "      | Co. 2580       "     |
| Warren     | Co. 1582       "      | Co. 2580       "     |

\*White applicants only. Colored selected will report directly to Co. 1598, Wadesville, Indiana

3. Additional Changes

Because of transportation difficulties the counties of Monroe and Brown will hereafter enroll applicants at Co. 1594, Kurtz, Indiana.

*T. A. Gottschalk*

T. A. Gottschalk  
Administrator

Virgil Sheppard, Director  
CCC Selection



DEPARTMENT OF PUBLIC WELFARE  
STATE OF INDIANA  
141 South Meridian Street  
Indianapolis, Indiana

November 28, 1941

Public Assistance Memorandum

To: County Directors of Public Welfare

Subject: Effective Date for Increase of Old Age Assistance or Blind Assistance Awards beyond the Present Maximum of \$30.00

Amendments made by the last legislature to Sections 34 and 54 of The Welfare Act (included in Chapter 142 of the 1941 Acts) authorize assistance payments in an amount not in excess of \$40.00, and the payment of the cost of medical care which cannot be provided from the proceeds of the maximum monthly award.

In this connection we wish to call your attention to the fact that Section 4 of Chapter 142 has the following provision: "This act shall not become effective until January 1, 1942, on and after which date it shall be in full force and effect."

The above section specifically provides that the act shall not become effective until January 1, 1942. For this reason it has been determined that it would not be in order for county boards to take action at December board meetings increasing awards above the \$30.00 maximum, even though such awards would not be paid prior to January 1, 1942. The warrants for the awards are prepared before the first of the month, and such warrants could not legally be made out for an amount greater than the law in force at the time and the board action would be at a time when no authority for such action existed.

It will not be possible, therefore, for county boards to increase awards above the \$30.00 maximum until the January meetings, to become effective as of February 1, 1942.

*Virgil Sheppard*  
Virgil Sheppard, Director  
Division of Public Assistance

zvb



Quarterly Enrollment Period  
FORECAST OF JUNIOR APPLICANTS AVAILABLE FOR CCC ENROLLMENT

To: Supervisor, CCC Selection \_\_\_\_\_ Based Upon Reports as of \_\_\_\_\_ County \_\_\_\_\_

From: \_\_\_\_\_ Date \_\_\_\_\_

Local Selecting Agent

| CLASSES OF APPLICANTS   | Actual number of completed and pending applications now on file in local offices of eligible and qualified juniors who desire to be selected during the next quarterly CCC Enrollment. |       |                   | Estimated number of additional applicants, who have not yet applied, who will be eligible and available for CCC selection during the next quarterly CCC enrollment. |         |
|---|--|-------|-------------------|---|---------|
|   | WHITE<br>Age 17  | 18-23 | COLORED<br>Age 17 | WHITE   | COLORED |
| 1. How many eligible applicants with dependents who are now receiving relief, work relief, or other public assistance, will desire to be selected during the next quarterly CCC enrollment?   |  |       |                   |   |         |
| 2. How many additional eligible applicants with dependents who are eligible to receive (but not actually receiving) relief, or other public assistance will desire to be selected during the next quarterly CCC enrollment?   |  |       |                   |   |         |
| 3. How many additional eligible CCC applicants with dependents who are not receiving or eligible to receive relief, but whom a CCC allotment would help to maintain a normal standard of living, will be eligible and available for CCC selection during the next quarterly CCC enrollment? |  |       |                   |   |         |
| 4. How many additional eligible CCC applicants without dependents, eligible to make deposits instead of allotments, will be eligible and available for selection during the next quarterly CCC enrollment?  |  |       |                   |   |         |
| 5. Total eligible CCC junior applicants available for selection during the next quarterly CCC enrollment.   |  |       |                   |   |         |



DEPARTMENT OF PUBLIC WELFARE  
STATE OF INDIANA  
141 South Meridian Street  
Indianapolis, Indiana

SECTION I -- PUBLIC ASSISTANCE

November 5, 1941

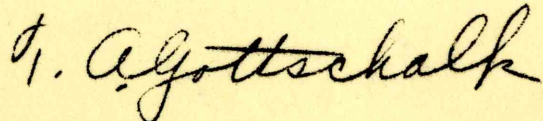
CCC Selection DPW Bulletin No. 42

TO: County Departments of Public Welfare

SUBJECT: Authority for Exclusive Certification

The attached copy of Official Letter #36 directed to all State Directors of Selection from Mr. J. J. McEntee, Director of CCC, designates the Indiana County Departments of Public Welfare as the exclusive CCC certifying agencies within their respective jurisdictions.

Nothing in this official letter changes the instructions contained in CCC Selection DPW Bulletin No. 40 Revised, issued August 25, 1941.



T. A. Gottschalk  
Administrator

Virgil Sheppard, Director  
CCC Selection



DEPARTMENT OF PUBLIC WELFARE  
STATE OF INDIANA  
141 South Meridian Street  
Indianapolis, Indiana

SECTION I -- PUBLIC ASSISTANCE

November 19, 1941

CCC Selection DPW Bulletin No. 43 (Supplemental to instructions in  
Bulletin No. 42)

TO: County Departments of Public Welfare

SUBJECT: Number of Copies and Routings of CCC Form S-210 (Certificate  
of Selection)

The CCC Form S-210, Certificate of Selection, received for certification by County Departments from Company Commanders should be in quadruplicate. If CCC Forms S-210 are not received from the Company Commanders in quadruplicate but in triplicate, as has been the procedure heretofore, the County Department should immediately request the fourth copy from the Camp Commanders and withhold certification until the copy is received.

The routing of these four copies are as follows:

1. Original and one carbon to the Acceptance Officer at place of enrollment.
2. One copy to the State Selecting Agency (Only after CCC Form 4 has been received indicating who was actually enrolled).
3. One copy for the individual's file in the County Department Office.

*T. A. Gottschalk*

T. A. Gottschalk  
Administrator

Virgil Sheppard, Director  
CCC Selection



DEPARTMENT OF PUBLIC WELFARE  
STATE OF INDIANA  
141 South Meridian Street  
Indianapolis, Indiana

SECTION I - PUBLIC ASSISTANCE

December 31, 1941

CCC Selection DPW Bulletin No. 45

TO: County Departments of Public Welfare

SUBJECT: CCC Enrollments for January, 1942

1. Authority for Changes in Procedure

The Director's Office in Washington has announced that the enrollment plans for January, 1942 provide that the procedures outlined in CCC Selection DPW Bulletin #40 issued July 28, 1941, be somewhat altered.

2. General Instructions

During the month of January, enrollments will be held only during the period of January 12, 1942 to and including January 20, 1942.

A state-wide enrollment will be held on January 12, 1942, and each County Department of Public Welfare will be expected to present for enrollment all available applicants. The assignment of Acceptance Stations may be found on the attached sheets.

Applicants available during the enrollment period who are not enrolled on January 12, 1942, should be presented at the assigned enrollment station on or before January 20, 1942.

3. Certificates of Selection (CCC Form S-210)

Attached is one set of the new CCC Form S-210 (Certificates of Selection) which is to be used exclusively from now on.

The form itself has not been greatly changed, however, the routings are considerably different. It is very important that these instructions be complied with.

From now on the routing of the CCC Form S-210 shall be as follows:

- (a) The original (white) and the first copy (yellow) are to be forwarded to the Acceptance Officer along with the CCC Form 4 - Roster of CCC Junior Selectees and Report of Acceptance Operations, so as to be received by the Acceptance Officer the day before enrollment.



- (b) The second copy (blue) is to be kept in the County Department's individual file.
- (c) The third copy (pink) is to be used by the visitor as a work sheet, however, it is to be forwarded to the State Department of Public Welfare as soon as the County Department is informed of the applicant's acceptance and enrollment.

*T. A. Gottschalk*

T. A. Gottschalk  
Administrator

Virgil Sheppard  
Director, CCC Selection



ACCEPTANCE STATIONS FOR JANUARY 12, 1942

|                                  |  |
|----------------------------------|--|
| CCC Co. 1583, Valparaiso .....   | Lake<br>Porter<br>Newton   |
| CCC Co. 1596, South Bend .....   | Laporte<br>St. Joseph<br>Elkhart<br>Starke<br>Marshall                                     |
| CCC Co. 2585, Kendallville ..... | Lagrange<br>Steuben<br>Noble<br>DeKalb<br>Kosciusko<br>Whitley<br>Allen                    |
| CCC Co. 515, Medaryville.....    | Jasper<br>Pulaski<br>Fulton<br>Benton<br>White<br>Carroll                                  |
| CCC Co. 3550, Peru .....         | Cass<br>Miami<br>Wabash<br>Huntington<br>Howard<br>Grant<br>Tipton                         |
| CCC Co. 517, Portland .....      | Wells<br>Adams<br>Blackford<br>Jay<br>Madison<br>Delaware<br>Randolph<br>Henry<br>Wayne    |
| CCC Co. 2580, Marshall .....     | Warren<br>Tippecanoe<br>Clinton<br>Fountain<br>Montgomery<br>Vermillion<br>Parke<br>Putnam |
| CCC Co. 522, Jasonville .....    | Vigo<br>Sullivan   |



|                                 |  |
|---------------------------------|--|
| CCC Co. 1593, Worthington ..... | Clay<br>Owen<br>Greene   |
| CCC Co. 1594, Kurtz .....       | Monroe<br>Brown<br>Bartholomew<br>Lawrence<br>Jackson  |
| CCC Co. 3564, Versailles .....  | Fayette<br>Union<br>Decatur<br>Franklin<br>Jennings<br>Ripley<br>Dearborn<br>Ohio<br>Switzerland |
| CCC Co. 1599, Henryville .....  | Washington<br>Scott<br>Jefferson<br>Clark<br>Floyd   |
| CCC Co. 2583, Tell City .....   | Orange<br>Crawford<br>Harrison<br>Perry  |
| CCC Co. 1582, Vincennes .....   | Gibson<br>Knox   |
| CCC Co. 559, Washington .....   | Daviess<br>Martin<br>Pike  |
| CCC Co. 553, Lincoln City*..... | Posey<br>Vanderburgh<br>Warrick<br>Spencer<br>Dubois   |

\* All colored applicants in this area are to be presented for enrollment at CCC Company 1598, Wadesville, Indiana.

Counties of Boone, Hamilton, Hendricks, Marion, Hancock, Morgan, Johnson, Shelby, and Rush are to enroll their applicants at CCC District Headquarters, Fort Benjamin Harrison, Indiana. The boys are to be presented for enrollment at the Marion County Department of Public Welfare, 257 W. Washington Street, Indianapolis, Indiana, Monday, January 12, 1942, at 8:30 A.M.

The CCC Forms 4 and the Certificates of Selection for the above group should be forwarded to CCC District Headquarters, Fort Benjamin Harrison, Indiana, in order to be received by them not later than Saturday, January 10, 1942, 12 o'clock, noon.



Quarterly Enrollment Period  
FORECAST OF JUNIOR APPLICANTS AVAILABLE FOR CCC ENROLLMENT

Based Upon Reports as of \_\_\_\_\_

To: Supervisor, CCC Selection

County \_\_\_\_\_

From: \_\_\_\_\_

Local Selecting Agent

Date \_\_\_\_\_

| CLASSES OF APPLICANTS   | Actual number of completed and pending applications now on file in local offices of eligible and qualified juniors who desire to be selected during the next quarterly CCC Enrollment. |       |         |       | Estimated number of additional applicants, who have not yet applied, who will be eligible and available for CCC selection during the next quarterly CCC enrollment. |         |
|---|--|-------|---------|-------|---|---------|
|   | WHITE  |       | COLORED |       | WHITE   | COLORED |
|   | Age 17   | 18-23 | Age 17  | 18-23 |   |         |
| 1. How many eligible applicants with dependents who are now receiving relief, work relief, or other public assistance, will desire to be selected during the next quarterly CCC enrollment?   |  |       |         |       |   |         |
| 2. How many additional eligible applicants with dependents who are eligible to receive (but not actually receiving) relief, or other public assistance will desire to be selected during the next quarterly CCC enrollment?   |  |       |         |       |   |         |
| 3. How many additional eligible CCC applicants with dependents who are not receiving or eligible to receive relief, but whom a CCC allotment would help to maintain a normal standard of living, will be eligible and available for CCC selection during the next quarterly CCC enrollment? |  |       |         |       |   |         |
| 4. How many additional eligible CCC applicants without dependents, eligible to make deposits instead of allotments, will be eligible and available for selection during the next quarterly CCC enrollment?  |  |       |         |       |   |         |
| 5. Total eligible CCC junior applicants available for selection during the next quarterly CCC enrollment.   |  |       |         |       |   |         |



DEPARTMENT OF PUBLIC WELFARE  
STATE OF INDIANA  
141 South Meridian Street  
Indianapolis, Indiana

SECTION I - PUBLIC ASSISTANCE

January 30, 1942

CCC Selection DPW Bulletin No. 46

TO: County Departments of Public Welfare

SUBJECT: CCC Enrollments for February, 1942

1. General Instructions for February Enrollments

During the month of February, enrollments will be held only during the period from February 10, 1942 to February 20, 1942 inclusive. The available applicants may be presented at the enrollment stations any time during this period subject to the convenience of the Company Commander. This procedure includes all counties except Boone, Hamilton, Hendricks, Marion, Hancock, Morgan, Johnson, Shelby, and Rush, who are to present all available applicants for enrollment at the Marion County Department of Public Welfare, 257 W. Washington Street, Indianapolis, Indiana, Wednesday, February 18, 1942, at 8:30 A.M.

2. Assignment of Enrollment Stations

The same enrollment stations will be used by the various counties as outlined in CCC Selection DPW Bulletin #45, issued December 31, 1941.

3. CCC Forms 4 and Forms S-210

All CCC Forms 4 and Certificates of Selection (CCC Form S-210) are to be forwarded to the enrollment offices in sufficient time that they may be reviewed by the enrollment officer prior to the presentation of applicants.

*T. A. Gottschalk*

T. A. Gottschalk  
Administrator

Virgil Sheppard  
Director, CCC Selection



DEPARTMENT OF PUBLIC WELFARE  
STATE OF INDIANA  
141 South Meridian Street  
Indianapolis, Indiana

SECTION I - PUBLIC ASSISTANCE

February 14, 1942

CCC Selection DPW Bulletin No. 47

TO: County Departments of Public Welfare

SUBJECT: Extension of February Enrollment Period and the CCC  
"Victory Program".

1. Authority for Extension of February Enrollment Period:

At a special meeting of the Corps Directors Advisory Council on February 4, 1942, two decisions were reached which affect the February, 1942 junior enrollment, namely:

(a) That the enrollment will begin on February 10 and extend through February 25 instead of February 20 as previously announced. County Departments of Public Welfare should endeavor to enroll all available boys prior to February 25. No enrollments can be made from February 25 until the opening day of March enrollments.

(b) That effective in February, and monthly thereafter, until further notice, all new selectees must agree prior to actual enrollment, to accept assignment in any camp in the continental United States where replacements are needed.

(Normally it may be assumed that replacements sent outside the corps area of origin will be stationed at camps located in the extremely vital areas in the Ninth Corps Area which includes the west coast.)

2. Changes in Pay Schedules:

Word has recently been received from the Corps Directors Office, Washington, D. C., that approval has been given to new pay schedules as follows:

(a) Enrollees with dependents are allowed \$12.00 in cash, must deposit with the finance officer \$8.00 and must make an allotment to their dependents of \$10.00.



- (b) Enrollees without dependents are allowed \$12.00 cash and must deposit with the finance officer \$18.00.

These new schedules became effective February 1, 1942, and apply to all current members of the corps as well as to those to be enrolled hereafter.

3. Reasons for the Changes:

These changes have been made as a result of the Corps Directors desire that the CCC be organized immediately and placed on a "War Basis".

Another change that does not, however, directly concern the selecting agents, reorganizes the work and training program of the CCC Camps into two major divisions. These are:

- (1) Aid in war work construction.
- (2) War resource protection and the development of natural resources which are indispensable to a nation at war.

New camps which cannot qualify either of the foregoing phases of activity will not be established and existing camps which cannot qualify will be closed as rapidly as possible. This may mean the closing of some Indiana camps.

*T. A. Gottschalk*

T. A. Gottschalk,  
Administrator

Virgil Sheppard, Director  
CCC Selection



DEPARTMENT OF PUBLIC WELFARE  
STATE OF INDIANA  
141 South Meridian Street  
Indianapolis, Indiana

SECTION I - PUBLIC ASSISTANCE

March 9, 1942

CCC Selection DPW Bulletin No. 48

TO: County Departments of Public Welfare

SUBJECT: CCC Enrollments for March 1942. Instructions for  
Procedural Changes.

1. Instructions for March Enrollments

Current instructions from the Corps Director's office in Washington indicate that the enrollments for March will be carried out in the same manner as the enrollments were in February except that the enrollment period will extend only from March 10 to and including March 20. If any extensions of this period are ordered, the county departments will be advised immediately by the State Department of Public Welfare.

2. Assignment of Enrollment Stations

Due to the fact that six Indiana CCC companies are to be closed within the calendar month, it is necessary that we alter considerably the enrollment stations and the counties served by them. Attached is a list of the CCC Companies that will act as enrolling stations for the March enrollment. The counties served by these particular companies are listed under them. The counties served by the CCC District Headquarters at Fort Benjamin Harrison are to present all available boys for enrollment at the Marion County Department of Public Welfare, 257 West Washington Street, Indianapolis, Indiana on March 18 at 8:30 A.M. Due to the distances involved, the transportation of the enrollees from their homes to 257 West Washington Street will of a necessity fall their obligation.

3. AWOL Procedure Rescinded

The War Department has been authorized to rescind paragraph 43b, War Department Regulations, Civilian Conservation Corps, the content of which prescribes action to be taken by the company commander in cases where the enrollee is absent without official leave. Upon publication of the rescinding order by the War Department, the state and county departments of public welfare will no longer be required to investigate and report on each case of AWOL. It is to be understood that those cases being currently investigated and those that may be received within the next few days are to be completed and reports on them forwarded.



4. Correction of Section 5, CCC Form S-210, Certificate of Selection

Reference is made to CCC Selection DPW Bulletin No. 47, issued February 14, 1942 in which notice was given that enrollees inducted into the corps in February and thereafter must agree, prior to enrollment, to accept assignment in any camp in the continental United States where replacements are needed. In Section 5 of the CCC Form S-210 (10-1-41), "Certificate of Selection", each applicant has heretofore been required to sign a statement signifying willingness "to be assigned to any camp within this Corps Area". It is directed that county departments henceforth strike out the words "within this Corps Area" when filling in the Certificate of Selection.

*T. A. Gottschalk*

T. A. Gottschalk,  
Administrator

Virgil Sheppard, Director  
CCC Selection



ACCEPTANCE STATIONS FOR MARCH, 1942

|                                 |  |
|---------------------------------|--|
| CCC Co. 1583, Valparaiso.....   | Lake<br>Porter<br>LaPorte<br>St. Joseph<br>Newton<br>Jasper<br>Starke<br>Marshall<br>Pulaski<br>Benton   |
| CCC Co. 2585, Kendallville..... | Elkhart<br>LaGrange<br>Steuben<br>Kosciusko<br>Noble<br>DeKalb<br>White<br>Allen<br>Adams  |
| CCC Co. 3550, Peru.....         | White<br>Cass<br>Fulton<br>Miami<br>Wabash<br>Huntington<br>Wells<br>Tippecanoe<br>Carroll<br>Howard<br>Clinton<br>Tipton<br>Grant<br>Blackford<br>Jay |
| CCC Co. 1593, Worthington.....  | Vigo<br>Clay<br>Owen<br>Sullivan<br>Greene   |
| CCC Co. 1582, Vincennes*.....   | Knox<br>Gibson<br>Posey<br>Vanderburgh   |
| CCC Co. 559, Washington.....    | Daviess<br>Martin<br>Pike<br>DuBois<br>Warrick   |

\*All colored applicants in the counties of Gibson, Posey and Vanderburgh are to be present for enrollment at Co. 1598, Wadesville.



|                               |  |
|-------------------------------|--|
| CCC Co. 2583, Tell City.....  | Spencer<br>Perry<br>Crawford<br>Orange<br>Harrison   |
| CCC Co. 1594, Kurtz.....      | Monroe<br>Brown<br>Bartholomew<br>Lawrence<br>Jackson  |
| CCC Co. 1599, Henryville..... | Washington<br>Scott<br>Jefferson<br>Clark<br>Floyd   |
| CCC Co. 3564, Versailles..... | Fayette<br>Union<br>Decatur<br>Franklin<br>Jennings<br>Ripley<br>Dearborn<br>Ohio<br>Switzerland |

The counties of Warren, Fountain, Montgomery, Boone, Hamilton, Madison, Delaware, Randolph, Wayne, Henry, Hancock, Marion, Hendricks, Putnam, Parke, Vermillion, Morgan, Johnson, Shelby, and Rush are to enroll their applicants at CCC District Headquarters, Fort Benjamin Harrison, Indiana. The boys are to present themselves for enrollment at the Marion County Department of Public Welfare, 257 West Washington Street, Indianapolis, Indiana, Wednesday, March 18, 1942 at 8:30 A.M. The CCC Forms 4 and Certificates of Selection for this group should be forwarded to the CCC District Headquarters, Fort Benjamin Harrison in order to be received by them not later than Monday, March 16, in order that they may be reviewed prior to the enrollment of the boys.



DEPARTMENT OF PUBLIC WELFARE  
STATE OF INDIANA  
141 South Meridian Street  
Indianapolis, Indiana

SECTION I - PUBLIC ASSISTANCE

April 15, 1942

CCC Selection DPW Bulletin No. 49

TO: County Departments of Public Welfare

SUBJECT: Re-organization of Fifth Corps Area and CCC Enrollments  
for April, 1942.

1. Re-organization of Fifth Corps Area

Prior to April 1, 1942 the Fifth Corps Area was divided into two districts, the Ohio-West Virginia district and the Indiana-Kentucky district. In order to consolidate this corps area, reduce overhead and personnel costs, a re-organization program was adopted by which the two District Headquarters (Indiana-Kentucky headquarters at Fort Benjamin Harrison and the Ohio-West Virginia headquarters at Middletown, Ohio) were combined. The new offices, which are located in Middletown will perform the same administrative functions heretofore allocated to the two district offices.

2. Enrollment date for April

It has been announced by District Headquarters that enrollments for April will occur on April 20, no other dates being open for enrollment.

3. Assignment of Enrollment Stations

The assignment of enrollment stations will be the same as outlined in CCC Selection DPW Bulletin No. 48. No additional instructions are given except that those counties enrolling boys at Fort Benjamin Harrison are to forward CCC Forms 4 and CCC Forms S-210 to the Commanding Officer, CCC Co. 589, Billings General Hospital, Fort Benjamin Harrison, Indiana rather than to District Headquarters.

*T. A. Gottschalk*  
T. A. Gottschalk,  
Administrator

Virgil Sheppard, Director  
CCC Selection



DEPARTMENT OF PUBLIC WELFARE  
STATE OF INDIANA  
141 South Meridian Street  
Indianapolis

SECTION I - PUBLIC ASSISTANCE

May 4, 1942

CCC Selection DPW Bulletin No. 50

TO: County Departments of Public Welfare

SUBJECT: Instructions for May, 1942 Enrollments

1. Enrollment Date for May

The enrollments for May will occur on Monday, May 11. No other dates are open for enrollment and no boys should be presented for enrollment at any other time.

2. Assignment of Enrollment Stations

The assignment of enrollment stations will be the same as that outlined in CCC Selection DPW Bulletin No. 48, issued 3-9-1942.

3. Use of CCC Form S-210, Certificate of Selection

The instructions outlined in Paragraph 3, CCC Selection DPW Bulletin No. 45, issued 12-31-41, still govern the use of CCC Form S-210. However, it is no longer necessary to forward the CCC Form 4, Roster of CCC Junior Selectees and Report of Acceptance Operations, to the enrollment officer as this form has been discontinued.

4. Furloughing of Enrollees for Spring Agricultural Activities

The Director, Civilian Conservation Corps, has approved furloughing without pay those enrollees who volunteer to accept employment on farms, ranches or orchards for such duty. Parties desiring to employ CCC enrollees for this purpose must submit their requests through their nearest office of the U. S. Employment Service, who in turn will requisition enrollees from the Company Commander concerned. See CCC Selection DPW Bulletin No. 41, issued 9-2-41.

*T. A. Gottschalk*

T. A. Gottschalk,  
Administrator

Virgil Sheppard, Director  
CCC Selection